



## **JOB ADVERT**

**Vacancy title:** Office Administrative Assistants

**Number of Vacancies:** 5 Positions

**Job Type:** Full time employment

**Work Hours:** 8

**Jobs at:** Albertine Interventions for Development (AID)

**Deadline for this position:** 20th December 2024

**Duty Stations:** Hoima, Kibale, Kasese, Ntoroko & Nakivale Project Field Offices.

**Starting Date:** 6th January 2025

**Reports to:** Regional Finance & Administration Manager (FAM)

**Contract Period:** 1 year with possibility of renewal based on performance and availability of funds.

### **Organization Back Ground**

Albertine Interventions for Development (AID) is a grassroots Multisectoral Development Partner operating country wide & registered with Uganda National NGO Bureau (**REG NO: S.5914/12791**) as well as a company limited by guarantee with Uganda Registration Services Bureau (**REG NO: 227181**) established in 2007 to provide lasting solutions to poor and vulnerable communities to foster improved livelihoods for sustainable development in Uganda. AID implements her programme interventions in the thematic areas of: Climate smart agriculture & enterprise development, Environmental protection and natural resources management, Water, sanitation and Hygiene (WASH), Community Health & Nutrition, Orphans & Other Vulnerable Children (OVC) Empowerment, Entrepreneurship and Skills Development. For more information about us, you can visit us on our website: [www.aid.ug](http://www.aid.ug)

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## **JOB DETAILS**

### **Job Summary:**

The Office Administrative Assistant is responsible for day-to-day administration of the organization, project activities and facilitating the efficient operation of the organization field office by performing clerical and administrative tasks.

### **Key Duties and Responsibilities:**

- Organize and manage the day-to-day running of the field office.
- Ensure proper filing and maintenance of project records
- Coordinate external and internal communication for the office with other departments.
- Coordinate regular project team meetings (virtual and face to face) including preparation and distribution of minutes of meetings, summary notes and other documentation
- Coordinate staff meetings and ensure efficient distribution of minutes, workshops, seminars, and conferences for the project team.
- Coordinate and arrange staff wellness events and interactions.
- Maintains and regularly updates travel plans, assist project team to prepare travel requisitions and claims.
- Create and maintain an efficient e-filing system for the project team with up-to-date files and references (electronic and hardcopy) of correspondence/documents and copies of the project records for the various project workstreams.
- Coordinate domestic and overseas travels for the supervisor.
- Organize meetings and prepare departments & project reports.
- Attend to visitors and route them to relevant offices.
- Respond to the telephone and internet inquiries related to the office.
- Manage the supervisor's diary.
- Prepare work plans and timely performance reports.
- Support administrative arrangements for the projects events, meetings, workshops
- Perform any other duties as may be assigned by the supervisor and/or management from time to time.

### **Qualifications, Skills and Experience:**

- The applicant should possess at least a diploma in either Secretarial Studies, Business Administration and Management, Social Sciences or a related field from a recognized University or institution.
- A minimum of three (4) years relevant working experience from a reputable Organization.
- Excellent written and verbal communication and interpersonal skills
- High level of discipline and pleasant temperament
- Confidentiality
- Excellent multitasking abilities.
- Team work abilities and cheerful personality
- Professionalism, integrity and honesty.

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- Time management demonstrated ability to work in teams, solve problems, prioritize workloads, meet deadlines, and work well under pressure is highly desired
- Planning, organizing and coordinating
- Concern for quality and standards
- Fluency in English is required
- Excellent computer skills including MS Word, Excel, PowerPoint, and Outlook
- Must be able to work independently while being a strong team player.
- Work experience in administrative support of a development programmes/projects is an added advantage.

### **Job application procedure**

To apply for the above position, please send your application involving (Cover Letter, CV & Certified Academic credentials) addressed to the Human Resources Manager, Albertine Interventions for Development (AID), P.O. Box 405, Fort Portal- Uganda strictly by email to [hr@aid.ug](mailto:hr@aid.ug) while indicating **the job title & Preferred Location** in the email subject, not later than **20 December 2024 at 5:00pm EAT**. Only shortlisted applicants will be contacted for interviews & if you don't hear from us by **6 January 2025**, consider yourself unsuccessful.

AID is an equal opportunity employer and promotes gender equality. Canvassing will lead to automatic disqualification. AID doesn't charge a fee at any stage of the recruitment process (Application, Interview, meeting, processing and training).