



Job Advert – Administrative Assistant

Job Title:	Administrative Assistant
Job Grade:	KT 6
Unit of Service:	Human Resource & Admin
Reports To:	Human Resource & Admin Manager
Duty Station:	Kampala - Uganda
Employment Category:	Contract

Purpose of the Job

To ensure delivery of friendly, efficient customer-oriented service by creating a warm and welcoming atmosphere for staff and guests and providing timely administrative support to the organization.

Responsibilities:

Front Office Management

- a) Managing of the reception function of the office phones, Incoming mails, and outgoing mails, deliveries, record management of each
- b) Maintain the general filing system and file all correspondence (Service Providers, Administration and Projects)
- c) Enhance the corporate image of Kilimo Trust through proper organization of the front office desk and office surroundings.

General Administration:

- a) Management of office administration, including office running cost, logistics, security, information management, Asset, record management and procurement.
- b) Ensures all services in the office are available (Water, utility, stationaries, generator, internet, phone e.tc)
- c) Ensure office remains stocked with office supplies and kitchen consumable, stock control and monitoring.
- d) Oversee the maintenance, repair, and cleanliness of the office premises, ensuring that any needed maintenance is dealt with.
- e) Make logistical arrangements including flights reservations, hotel and vehicle arrangement for staff, visitors/partners, donors, consultants, volunteers, and interns.
- f) Provide support in procurement of goods and services for the Trust including stationery for country office.
- g) Prepare budgets for administration-related activities and assist in monitoring it to ensure no over-expenditures.
- h) Responsible for organizing events and making relevant logistical arrangements.
- i) Responsible for Branding, all Printing Work and ensuring that KT Communication Guidelines are followed.
- l) Ensure all assets are well managed, secured and maintained at the office location.
- m) Monitor of the procurement plan and ensure timely purchasing of assets and different equipment
- n) Manage the prequalification process and manage the database for the prequalified service providers
- o) Manage the contracts and the relationship for the different service providers

p) Responsible for receiving all IT related issues and forwarding them to the respective Service Providers

Competencies Required:

- a) Possessing the ability to multitask.
- b) Having Excellent typing skills-speed and accuracy.
- c) Being proficient in Microsoft office suite, including Outlook and other organizational tools
- d) Being organized and detail oriented.

Educational Qualifications and Experience Required:

- a) Degree in Business Administration, Accounting, Finance or Social sciences with 3-5 years' relevant experience.
- b) Ability to work with others and to develop and maintain compatibility among project staff, subcontractors, and recipients of assistance.
- c) Demonstrated cultural sensitivity and sound understanding of the needs of key stakeholders.
- d) Works well under pressure and meets tight deadlines.
- e) Work independently with initiative to manage high volume workflow.
- f) Strong organizational skills and ability to prioritize and handle pressure situations.
- g) Handle quantitative information with accuracy and precision.
- h) Must exhibit high levels of professionalism, integrity, and ethical values at all times.
- i) Time management skills, both in planning and organizing work to meet deadlines.

How to Apply

If you are the right candidate, please send your application letter plus the following:

- ✓ An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the Responsibilities and each of the experience areas listed above).
- ✓ The names and contacts of three referees, and a daytime contact telephone number of each of them.
- ✓ Copies of Academic Certificate and Transcripts for O' level, A' level - where applicable, Under-Graduate and Post-Graduate qualifications
- ✓ The names and contacts of your immediate supervisor(s) in the current job and two of your immediate previous jobs.
- ✓ Your daytime contact telephone number; and
- ✓ A statement and proof of current remuneration package

Please submit your application documents electronically to recruitment@kilimotrust.org

Address all applications to The Human Resource & Administration Manager, Kilimo Trust.

Deadline for application: 21st April 2023

Only shortlisted candidates will be contacted