Job Advert – Administrative Assistant

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administrative Assistant</th>
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<tbody>
<tr>
<td>Job Grade:</td>
<td>KT 6</td>
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<td>Unit of Service:</td>
<td>Human Resource &amp; Admin</td>
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<td>Reports To:</td>
<td>Human Resource &amp; Admin Manager</td>
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<td>Duty Station:</td>
<td>Kampala - Uganda</td>
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<td>Employment Category:</td>
<td>Contract</td>
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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
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