

4.1 Terms of Reference for Project Administrator

Job title:	Project Administrator
Number of positions:	One
Reports to:	Project Coordinator, MGLSD
Duty Station:	MGLSD Headquarters (Kampala)
Duration of contract:	24 months with 4 months' probation

Job Purpose

To manage the administration functions, coordinate and monitor the implementation of administration policies. In addition, ensure that the project assets and resources are properly managed and are used to achieve the objectives of the GROW Project.

Duties and Responsibilities

- a. Design and implement appropriate administrative systems for project equipment and assets.
- b. Ensure that all office equipment is well maintained, appropriately utilized and that an appropriate replacement schedule is implemented.
- c. Establish and maintain filing systems in both hard and soft copy.
- d. Coordinate meetings and Project events.
- e. Provide basic human resource management support including keeping track of vacation/sick/absences for the project staff.
- f. Prepare and distribute agendas, minutes, and follows-up as required for specific committees and project meetings.
- g. Process and coordinate the necessary logistics for effective implementation of Project activities.
- h. Organize and coordinate meetings, workshops and other events planned by the Project and management vendors.
- i. Maintain an up-to-date asset register of all project assets and equipment.
- j. Coordinate the maintenance and repairs of office equipment and ensure all project equipment is engraved.
- k. Maintain current distribution lists, phone/address lists of project/product contacts
- l. Supervise, appraise and provide guidance to all support staff under the project.
- m. Manage project fleet including review and log books and ensure that vehicles are well managed.
- n. Any other duties as assigned from time to time.

Qualification

An Honor's Master's Degree in Management Studies, Public Administration or a related field from a recognized university. He/She should possess a Postgraduate Diploma in Project Planning and Management.

Experience and Competencies

- a. An extensive working knowledge and experience in handling key administration tasks for projects at least six (6) years from a reputable organization(s).
- b. Capable of building and maintaining effective working relationships with service providers and other stakeholders and team members.
- c. Demonstrates ability to monitor and take corrective action to ensure adherence to organizational values, norms and principles.
- d. Prioritizes actions effectively in order to respond to numerous and diverse challenges and demands.
- e. Good team worker

Deliverables

- i. Minutes of all meetings processed.
- ii. Project office well maintained.
- iii. Safe custody of all project assets.
- iv. All support staff appraised.
- v. Project records well archived.

4.2 Terms of Reference for Office Attendant

Job title:	Office Attendant
Number of positions:	One
Reports to:	Project Administrator, MGLSD
Duty Station:	MGLSD Headquarters (Kampala)
Duration of contract:	24 months with 4 months' probation

Job Purpose

The GROW Project Office Attendant will maintain office welfare; enhance office cleanliness and timely delivery of official correspondence.

Duties and Responsibilities

- a. Open and lock office ensuring safe custody of office keys
- b. Manage office welfare, cleanliness to enhance staff well-being and tidiness of the work environment.
- c. Assist in clerical work that includes, photocopying, binding, filing and scanning of official documents.
- d. Arrange venues for meetings
- e. Collect and deliver office items, documents, mail and parcels to appropriate destinations.
- f. Collect office supplies from stores to ensure adequate supply.
- g. Prepare and serves tea in the office and meetings.
- h. Opens offices and ensure that are properly locked including windows at the end of the day.
- i. Any other duties that may be assigned.

Qualification

The applicant must hold a Uganda Advanced Certificate of Education and a maximum of a diploma.

Experience and Competencies

- a. Four years' experience in office management in a reputable organization.
- b. A minimum of a credit in English at 'O' level.
- c. Demonstrable knowledge in records management, good communication skills and be a self-driven are key.

Deliverables

- i. Refreshments served to officers and meetings.
- ii. Office premises and all equipment cleaned and tidy.
- iii. All official letters and correspondences dispatched while maintaining confidentiality
- iv. Office errands run as required.

4.3 Terms of Reference for Driver

Job title:	Driver
Number of positions:	Four (4)
Reports to:	Project Administrator, MGLSD
Duty Station:	MGLSD Headquarters (Kampala)
Duration of contract:	24 months with 4 months' probation

Job Purpose

To drive and maintain the project vehicles in accordance with the MGLSD fleet management policy guidelines and as directed by the supervising officer.

Duties and Responsibilities

- a. Schedule annual vehicle examination for service vehicles with the transportation Department.
- b. Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition
- c. Ensure sound running of the vehicles assigned and arrange minor repairs where necessary, check oil and tires properly and keep the service vehicles in clean condition, both inside and outside.
- d. Keep track of timely car insurance renewals.
- e. Update monthly mileage records.
- f. Maintain log book of each service vehicle on daily basis.
- g. Distribute mail as needed, both incoming and outgoing.
- h. Facilitate airport pickups for VIP visitors and transportation during official visits.
- i. Any other duties as may be assigned from time to time

Qualification

- a. A minimum of a Uganda Certificate of Education (UCE) with a pass in English language.
- b. Formal drivers training with a valid driver's license/certification to operate assigned vehicle following local rules and regulations.

Experience and Competencies

- a. Valid driving permit of class E, held for the last three years.
- b. Driving experience in a reputable organization for at least five years.
- c. Basic knowledge of mechanical and vehicle maintenance.
- d. Certificate of defensive driving from Ministry of Works
- e. Good driving record references.
- f. Proactive, takes ownership, mature, flexible personality
- g. Good record on ethics and integrity.
- h. Team player and good people skills.
- i. Good public relations and Customer care.
- j. Good Time Manager.

Deliverables

- i. Project authorized Officers transported on duty.
- ii. Well maintained project vehicle.