

- 1. Job title: Administrative Assistant**
- Number of positions: One**
- Reports to: Project Administrator, MGLSD**
- Duty Station: MGLSD Headquarters (Kampala)**
- Duration of contract: 24 months with 3 months' probation**

Job Purpose

Ensure proper office management by performing all secretarial and office management duties.

Duties and Responsibilities

- a. In conjunction with relevant officers, draw up and monitor appointments and programmes.
- b. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals, Answer enquiries in form of telephone or email and providing general information. Assist in making outgoing calls when requested by other staff.
- c. Receive, and direct stakeholders/visitors to appropriate Officer (s).
- d. Ensure timely responses to inquiries and correspondences to and from the Office.
- e. Receiving incoming mail and supervising the dispatch of outgoing mail. Confirm receipt of mails or documents.
- f. Ensuring that relevant documents for meetings and speeches are produced on time and properly organized.
- g. Drafting letters of routine nature.
- h. Ensuring cleanliness and orderliness of the office.
- i. Managing records in accordance with established security and records management procedures.
- j. Photocopying, filling and maintaining attendance register.
- k. Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- l. Operate office equipment such as fax machines, copiers, and phone systems.
- m. Requisitioning and Managing office stationery and equipment.
- n. Supervising the secretarial and support personnel for the office.
- o. Perform any other duties as may be assigned from time to time.

Qualification

- a. Applicants should possess a Bachelor's Degree in Secretarial Studies, Mass Communication, Business Administration, Human Resource or related discipline from a recognized University.
- b. Applicants should possess Computer skills using several packages like Microsoft Office

Experience and Competencies

- a. A minimum of 4 years of experience in secretarial/administrative work.
- b. Strong knowledge and experience with MS Office application.
- c. Strong communication skills both verbal, written and spoken.
- d. Strong interpersonal skills, well-organized and experience in office management an advantage.

Deliverables

- i. All project records filed.
- ii. Project correspondences handled.
- iii. Front desk services supervised.
- iv. Both External and Internal clients communications handled satisfactorily.
- v. Report on Tasks accomplished indicating deadlines.