

ADMINISTRATIVE ASSISTANT

Kabalega Foundation invites suitably qualified candidates to express interest in the role of Administrative Assistant.

Reports to: Executive Director

Duty Station: Hoima

Job Type: Full-time

Job Brief:

The objective of the Administrative Assistant role is for effective and efficient functioning of the Executive Director's office and support to the broader organization team. Key skills for the role are Excellent Communication & Interpersonal Skills, Ability to work with teams in the organization at all levels, Good knowledge of business principles, good public relation skills, organizational management skills and understanding of the key business issues such as, strategic and operational planning etc., Confidentiality and organizational protocol and policy awareness, Good oral and written communication skills, and fluent in English, Able to work under pressure and tight deadlines, Skills in MS office, social media use, internet use, and emailing.

Responsibilities

- Maintenance of the Director's calendar, contacts with visitors, arrangement of appointments and meetings;
- Participate in the organization and preparation of Board and staff meetings or special meetings;
- Take meeting minutes with all necessary documentation and information;
- Maintenance of protocol procedures;
- Preparation of high-quality briefing materials for Director for appointments, meetings, missions etc.;
- Management of Director's appointment, meeting and representation schedules;
- Maintenance of rosters of Board Directors' program and schedule, email and telephone lists;
- Preparation of correspondence, directives, comments on behalf of Director for his signature and making follow-up when required;
- Manage and maintain Director's travel, claims, leave and follow-up with relevant agents
- Maintenance of the filing system ensuring safekeeping of confidential materials;
- Type correspondences, documents and reports etc., and ensure safe handling and custody of any information of confidential nature;
- Coordination of the information flows in the office and follow up on circulation files;
- Screening of all incoming calls, emails and correspondences and relaying to the relevant offices;
- Proof-reading of any presentation, proposals, and any office communication materials
- Maintain up-to-date policy, confidential and general management files;

- Prepare monthly staff attendance reports and other periodic personnel statistics.
- Perform any other duties as may be assigned from time to time

Qualifications:

- A Bachelor's Degree in Secretarial Studies, Office and Information Management, Business Administration, or other related field from a recognized institution.
- Prior experience in secretarial work, or business administration, or professional certification in a related subject an added advantage.

How to Apply:

Interested persons should submit their CVs and other supporting documents to careers@kabalegafoundation.org not later than **05:00 PM 29th June, 2023**.

NOTE: Only shortlisted candidates will be contacted.