



## CARE INTERNATIONAL IN UGANDA

### JOB ADVERT

**POSITION: Office Assistant**

**LOCATION: Kotido**

#### **ABOUT CARE INTERNATIONAL**

CARE International has been active in Uganda since 1969 and working in the country continuously since 1979, implementing a diverse portfolio of programs and projects ranging from emergency services to economic development and civil society building. Our current programming targets Women, Girls and youth as well as vulnerable groups such as the extreme poor, internally displaced people, children to provide assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty grounded on careful and thorough analysis of power relations between different groups in society and the local context in which they live and work. Our programming is guided by our core values of transformation, Integrity, Diversity, Equality and excellence.

CARE International in Uganda seeks to **recruit** a highly motivated and qualified professional to fill the position of **Office Assistant**.

#### **JOB SUMMARY**

Reporting to the Operations Officer, the Office Assistant will responsible for;

- i. Managing and providing high quality administrative and logistical support, including other operational aspects to the CARE Uganda Field office.
- ii. Ensuring that there is efficiency and effectiveness in the administration services function through cordial, timely, effective internal and external communication.

#### **QUALIFICATIONS AND EXPERIENCE PREFERRED**

- i. Diploma in Business studies or Social Sciences.
- ii. A Bachelor in Library and Office Management would be an added advantage.
- iii. Computer Literacy is very important to ease business engagement

#### **SPECIFIC REQUIREMENT/SKILLS**

- i. At least 1-2 years of experience in a similar role
- ii. Proficiency in the operation and use of office tools/ equipment; and an understanding of internal work processes, protocols and procedures.
- iii. Ability to learn quickly and adopt to changing requirements in a work environment
- iv. Good communication skills, fluency in spoken English, Karamojong and Swahili required
- v. Good customer care and self-presentation
- vi. Dependability and attention to detail (verbal, written, telephone)

### **Application Procedure:**

Interested candidates should submit their application letters and most updated CVs including the names, day time telephone contact and email addresses of three work related referees through our recruitment email (ugarecruitment@care.org) by **7<sup>th</sup> February, 2020**.

**Candidates who originate from the following districts are encouraged to apply: Kotido, Kaabong, Karenga, Abim, Katakwi, Napak, Nabilatuk, Nakapiripirit, Amudat, and Moroto.**

*Please indicate the job title in the email subject line.*

**CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER.**

*Please Note that CARE does not ask any applicant payment for any recruitment process.*

*For any questions please call our office on 0312258100/150*

**N.B: Refer to the Job description below for more details about the job**



**CARE International in Uganda**  
**JOB DESCRIPTION**

Position:	Office Assistant
Department/Unit:	Administration
Grade:	B
Step:	3
Supervisor Title:	Operations Officer
Location:	Kotido
Date of Employment:	Feb 2020

**BACKGROUND.**

CARE International in Uganda intends to expand its operations and increase field presence in Karamoja Sub-region for the supervision and coordination of a three-year and subsequent programs. This will require setting-up an office in one of the districts of Karamoja, including having the both the operation and programmatic teams that will require support.

**JOB SUMMARY.**

The Office Assistant is responsible for managing and providing high quality administrative and logistical support, including other operational aspects to the CARE Uganda Field office. The purpose of this position is to ensure that there is efficiency and effectiveness in the administration services function through cordial, timely, effective internal and external communication.

**1. Provide effective and efficient administrative support to the respective office**

- a. Provide reception services as and when required.
- b. Create requisitions in PeopleSoft as and when required.
- c. Photocopying, scanning and binding documents as needed.

**2. Monitor the outsourced services provided at the CARE Uganda Office**

- a. Supervise office cleaning services so that they do not inadvertently damage any organisation property during cleaning (for instance not wetting electrical items; treating fragile items with care)
- b. Initiate and follow-up on repairs needed with external service providers to ensure works are done and are value for money.

**3. Receive and issue supplies to authorized users quickly and efficiently**

- a. Prepare online PeopleSoft goods received notes for goods and services ensuring that they are delivered according to specifications (correct recipient, location, time, appropriate packaging etc.
- b. Reconciling purchase orders with goods received; quickly addressing any problems or concerns and referring them to appropriate staff.
- c. Support logistics with preparation of fuel efficiency reports as guided by the operations officer

**CONT ACTS/KEY RELATIONSHIP/COLLABORATION.**

The routine function of the Office Assistant is supervised by the Operations Officer. The role is responsible for maintaining excellent relationship and communication with internal clients and external stakeholders (visitors, banks, etc.).

**AUTHORITY**

The mandate of this role is to support the CARE Uganda Field office in accordance to the rules and guidelines of CARE International.

**WORKING CONDITIONS.**

The position is based in Kotido

**EDUCATIONAL QUALIFICATIONS.**

- Diploma in Business studies or Social Sciences. A Bachelor in Library and Office Management would be an added advantage.
- Computer Literacy is very important to ease business engagement.

**1. JOB RELATED EXPERIENCE AND KNOWLEDGE:**

- At least 1-2 years of experience in a similar role
- Proficiency in the operation and use of office tools/ equipment; and an understanding of internal work processes, protocols and procedures.
- Ability to learn quickly and adopt to changing requirements in a work environment
- Good communication skills, fluency in spoken English, Karamojong and Swahili required
- Good customer care and self-presentation
- Dependability and attention to detail (verbal, written, telephone)

**REQUIRED COMPETENCIES**

- Integrity & Results
- Customer Focus
- Drive for Results
- Learning on the fly
- Cross cultural Sensitivity
- Cross Cultural Agility
- Business Acumen
- Negotiating

Job Holder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_