



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Administration Officer</b>
<b>Reports to:</b>	<b>Program Director</b>
<b>Program/Project:</b>	<b>Western Uganda Bantwana Program</b>
<b>Location:</b>	<b>Fort Portal, Uganda</b>
<b>Job Summary</b> To provide supervision, coordination and control over general administrative support and logistical activities of the regional office, management of the petty cash, payments, office cleanliness, office security and staff welfare.	
<b>Key Result Areas</b>	<b>Specific Responsibilities and Duties:</b>
<b>Reception/Front desk management</b>	<ul style="list-style-type: none"> <li>• Receiving and welcoming visitors at the Office and attending to them appropriately; receives applications, invoices, and any other documents as may be delivered and distributing them to specific individual</li> <li>• Responsible for maintaining the reception area in a well-organized and presentable state</li> <li>• Answering phones and scheduling appointments/ meetings</li> <li>• Photocopying and ensuring a proper filing system at the office; Set up and update project and administrative files.</li> </ul>
<b>Supporting administrative functions on day to day basis</b>	<ul style="list-style-type: none"> <li>• Supervise the proper maintenance of office premises and surrounding environment to ensure its cleanliness and good state of repair at all times.</li> <li>• Ensure office security and all staff safety procedures are in place, adhered to and report any deviations to your supervisor for corrective action.</li> <li>• Handle Regional Office imprest and ensure timely payments, reconciliation and replenishment</li> <li>• Ensure timely payment of all received utilities e.g. water, electricity place requests for payment</li> <li>• Manage and coordinate all events ensuring quality service levels for staff welfare such as break teas, staff parties and get-togethers.</li> <li>• Ensure the set-up of an accessible filing system for both administrative and program documentation and update project and administrative files.</li> <li>• Ensures timely and proper set-up of meeting/Boardroom venues for meetings</li> </ul>
<b>Staff Supervision and management</b>	<ul style="list-style-type: none"> <li>• Ensures that regional office is clean at all times by effectively supervising the office assistant, motivating them, and instilling discipline.</li> <li>• Implements performance management processes and regularly set targets for staff under your supervision and conducts effective staff appraisals.</li> <li>• Trouble shoot administrative issues as they arise and help the Program Director to raise effective solutions rooted in policy.</li> </ul>

<b>HR Activities support</b>	<ul style="list-style-type: none"> <li>• Ensures all staff fill in their timesheets and forward them to HR Office monthly.</li> <li>• Assist in making follow-ups for staff medical cards and addition to other insurance schemes by providing updated staff information on a regular basis.</li> <li>• Maintain an updated staff leave schedule in coordination with supervisor and HR Manager.</li> </ul>
<b>Logistics Activities support</b>	<ul style="list-style-type: none"> <li>• Ensures that vehicle policy guidelines are effectively followed by both staff, internal and outsourced drivers.</li> <li>• Manage and coordinate all staff travel arrangement including booking for staff accommodation in the Region and in Kampala</li> <li>• Integrate movement plans for Program Team for efficient vehicle allocation</li> <li>• Coordinate with Head Office Procurement team to ensure motor vehicles and cycles are serviced and refueled on time</li> <li>• Assemble source documentation to support fuel and service payments for review by the Finance Officer before dispatch to Kampala for payment.</li> </ul>
<b>Ensuring Value for money/Procurement</b>	<ul style="list-style-type: none"> <li>• Participate in the planning for regional program activities and advise on best practice for initiation of procurement requirements</li> <li>• Assist with the procurements of all administrative goods/services.</li> <li>• Identify, and manage the negotiation, execution, performance and termination of contracts for small vendors.</li> <li>• Ensure Value for Money for all goods and services procured locally and report deviations to Head Office for corrective action</li> <li>• Assemble documentation for all local procurement activity for Supervisory review and onward transmission to Head Office for execution/payment</li> <li>• Supervise regionally contracted service providers of security, courier, staff accommodation to ensure compliance to contract provisions</li> </ul>
<b>Assets Management/Stores keeping</b>	<ul style="list-style-type: none"> <li>• Manage the proper use and maintenance of assets i.e. furniture, generators, computers, copiers/printers, etc. facilitating the servicing of such equipment as and when required</li> <li>• Manage the periodic projection, requisitioning, delivery inventorying and issue of office stationery and kitchen supplies.</li> <li>• Maintain a stores ledger of all stock, carrying out periodic monthly stock-counts, reconciliations and filing reports with the Finance Officer.</li> <li>• Conduct periodic monthly-quarterly asset verifications, update Regional assets register and file a copy with the Finance Officer and Head Office in Kampala</li> <li>• Issue out equipment, items, office supplies upon requisition by staff</li> <li>• Place payment requests for goods delivered</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Regularly ensures that all administrative activities are documented (also by taking adequate minutes during meetings).</li> </ul>
	<ul style="list-style-type: none"> <li>• Any other added professional roles by your supervisor</li> </ul>



<b>Job Specifications</b>	<b>Minimum Qualifications</b> <ul style="list-style-type: none"><li>• University degree/ diploma qualification in relevant studies such as: Business Management, Business Administration or Bachelor of Human Resource Management</li><li>• Three years of administrative/program work experience, particularly on donor-funded NGO projects.</li></ul> <b>Experience</b> <p>Familiarity with donor project management policies, procedures and requirements.</p> <b>Specific Knowledge, Skills and abilities Required</b> <ul style="list-style-type: none"><li>• Strong ability to quickly assemble knowledge of program management.</li><li>• Strong interpersonal skills and ability to work in teams.</li><li>• Good computer literacy (Microsoft office package).</li><li>• Experience in preparation and presentation of reports.</li></ul>
WEI/B takes the prevention of sexual exploitation, abuse and harassment seriously, and the successful candidate will be expected to submit a certificate of good conduct from Interpol.	

**DEADLINE: Applications including CV and supporting materials must be emailed to [wei\\_recruitment@ug.worlded.org](mailto:wei_recruitment@ug.worlded.org) by Friday, July 23, 2021.**