

JOB DESCRIPTION.

Job Title:	Administrative Assistant
Location:	Kampala
Reporting to:	Finance and Admin Officer
Management responsibility (if applicable)	N/A
Type of position:	National position
Grade and Salary:	A competitive INGO salary
Contract terms and hours:	Fixed term

Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities.

This role is part of Saferworld's Uganda country programme – where we have been working for over 15 years – which promotes conflict sensitivity and community-based solutions to insecurity and conflict, including on issues of land, gender, refugees and justice.

Job purpose:

This role will work closely with the Finance & Admin Officer as well as the Logistics and Operations Officer to ensure the smooth running of Saferworld office in Kampala. S/he will provide logistical and administrative support to ensure efficiency and effectiveness.

Roles and responsibilities:

1. Office Management (General Administration)

- Receive and direct incoming calls and greet visitors to office
- Provide general information and assistance
- Ensure efficient services are provided, liaising with Saferworld's IT Consultant, Finance and Operations persons in Kampala where necessary.
- Manage office inventory and store while tracking usage
- Photocopy, bind, laminate documents and undertaken general administrative duties in the office.
- Take charge of the mail box and ensure timely checking of any incoming parcels
- Support in all administrative tasks in the country office

2. Programme Administration

- Administratively support all staff, volunteers and partners.
- Organise meetings, taking minutes and distributing appropriately
- Develop and maintain a documentation system with up-to-date information for all partners and volunteers.
- Supporting scheduling of Programme meetings.
- With guidance from the Finance & Admin Officer and Logistics and Operations Officer, organize and

coordinate all programme events, undertake all necessary documentation/reporting processes relating to these events.

- Develop and maintain a system to manage Programme documents and records.

Any other duty may be assigned to the post holder as required by the Line Manager

Key working relationships

Finance & Operations Manager; HR Officer, Finance and Admin Officer, Operations and Logistics Officer.

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • As per Saferworld existing authorisation matrix
Financial resources	<ul style="list-style-type: none"> • N/A
Other resources	<ul style="list-style-type: none"> • N/A
People management	<ul style="list-style-type: none"> • N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure compliance to policies, procedures and practices in the organisation

Person specification

Knowledge, qualifications and experience

- At least 3 years' administrative experience preferably in INGO
- Excellent computer skills (word, Outlook, Excel, Power Point, internet)
- Ability to solve basic network IT problems and willingness to develop these skills.
- Excellent written and verbal communication skills (English)
- Experience of a demanding workload and ability to prioritize and effectively manage time in order to deliver high quality work to tight schedules
- Proven ability to build and maintain relations with colleagues, volunteers, SW stakeholders, including managing difficult situations

Skills and abilities

- Strong written and verbal communications skills.
- Strong interpersonal skills
- Demonstrated ability to prioritize multiple projects simultaneously and exercise confidentiality.
- Demonstrated commitment to working with a diverse staff.
- Good basic budgeting and cash management
- Attention to detail

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

Other requirements

- The job may require prolonged periods of desk sitting and working on a computer.
- The position is based in Kampala, with potential occasional travel to field offices/project sites.

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to HR Team at jobs@saferworld.org.uk (Ref: UG-AO23)

Deadline for applications: 14 April 2023 not later than 5:00pm. Only successfully shortlisted candidates will be contacted.