

ACTION FOR COMMUNITY DEVELOPMENT (ACODEV) UGANDA



Plot 98/99, Masooli Road, Kasangati Town Council, Wakiso district, near Namirembe Hill
Side High School. P.O Box 147748 , Kampala. Tel: +256 393206461, Email:
admin@acodevuganda.org **JOB ADVERT**

Job Title	Administrative Officer (AO)
Location	Head Office, Kampala
Type of Job	Contractual
Contract Length	1 year renewable
Reports to	Finance and Administration Manager
Organizational Background	ACODEV-UG is a national NGO established in 2003 and fully registered by government of Uganda. Initially founded as a self-funded health program to fill service delivery gap in communities during the political insurgency in the Rwenzori region that witnessed human rights abuses, gender-based violence, breakdown in social and health systems; ACODEV-UG has grown and expanded its programs targeting women, children and youth. Today we have presence in more than 28 districts in Western, Central, West Nile and Northern regions of Uganda and are still spreading our wings with different innovative development and humanitarian programs. We envision a society where children, women and men are healthy and economically productive through i) Health Promotion ii) Gender and Human Rights iii) Education iv) Institutional Development and v) Climate Change. We value mutual respect for all, commitment, integrity and excellence.
Job Purpose	The AO will offer support to the Finance and Administration Manager (FAM) through performing Administrative, operations and logistics roles to facilitate the day-to-day operations of ACODEV-Uganda. He/she will be the first face of the Organization to its clients and partners.
Key Responsibilities	<p>Administration</p> <ul style="list-style-type: none"> • Perform a wide range of office support, for ACODEV-Uganda events and workshops contributing to the efficient and effective management of the administrative activities. • Manage Office management systems and procedures including relationship with service providers through effective communication. • Ensures a clean, organized, comfortable and secure working environment, and respond to staff needs to achieve effective performance by all staff. • Plan for all logistics for ACODEV-Uganda activities ranging from training, capacity assessments, learning events. • Ensure smooth operations of ACODEV-Uganda activities through asset allocation and coordination with officers, venues, caterers, suppliers, and activity-specific logisticians.

- Supervise all support staff and offer administrative guidance for effective office operations at national and field offices.
- Work with the FAM to ensure tenancy related transactions such as renewal of tenancy agreements, processing of tenancy bills, office safety and security.
- Manage the overall office welfare at all times; ensuring cleanliness, constant supply and accountability of office consumables.
- Periodically update office assets and inventory register including periodic asset counts and reporting.
- Work with the management team to ensure office and staff safety and security meets the basic minimum standards.
- Work with outsourced service providers to do routine equipment maintenance and ensure that shared equipment have very minimal down time.
- Work with travel service provider(s) to book staff international travel logistics, tickets, accommodation etc.
- Offer executive support to the office of the Executive Director (ED) all times.

Procurement and Logistics

- Lead in the preparation of annual and other procurement plans in coordination with relevant teams.
- Initiate Request for prequalification, quotations, proposals and bids from vendors to meet the ACODEV procurement needs and requirements.
- Provide the highest standards of Procurement services and advice to the ACODEV-Uganda team in accordance with the established rules, regulations and procedures.
- Ensure the ACODEV-Uganda fleet are well maintained according to specified standards.
- Ensure the integrity and transparency of the procurement processes and compliance with ACODEV and partner financial rules and regulations.
- Maintain and update supplier information such as pre-qualifications, delivery times and product ranges.
- Maintain good supplier relations and negotiate contracts for provision of goods and services to ACODEV-Uganda. **Human resource management.**
- Receive and plan recruitment with the SMT to attract competent and competitive work force to achieve ACODEV Uganda vision and mission.
- Support in staff onboarding sessions for new staff and ensure successful settling and adaptation of new staff to the ACODEV policies and work environment.
- Establish and keep up to date personnel files with relevant information such as monthly leave tracker, staff advance etc. to achieve internal compliance to the ACODEV Uganda policies, procedures and systems.
- Compile paperwork necessary for any payroll related processing and when appropriate for finance execution.
- With support from the Finance & Administration Manager, develop, update and implement HR systems and procedures to achieve compliance to the Ugandan labour Laws and international HR standards as required.
- Manage staff exit procedures, exit interviews, and liaise with finance over the appropriate terminal benefits and clearance forms as applicable.

Person Specifications	<ul style="list-style-type: none"> • A minimum of a bachelor’s degree in business administration or a related field from a recognized institution. • At least 3-5 years’ relevant work experience preferably in administration, HR, operations, procurement and logistics. Preference will be given to those with considerable working experience in an NGO or a busy firm.
Relevant Skills	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills and ability to relate to people of diverse backgrounds. • Strong computer skills, particularly with Excel and working with data sets. • Working knowledge of or the ability to learn and use MS applications. • Must be able to set up and maintain moderately complex filing systems and records. • Ability to work professionally and collaboratively in a multi-cultural team setting. • Ability to supervise others while working with minimum supervision. • Strong personality and reputation with high level of integrity. □ Demonstrated ability to identify and solve problems □ Computer skills in Word, Excel etc. • Fluency in oral and written English is required. □ Record keeping and asset management skills. • Strong analytical skills. • Strong customer-service skills with demonstrated ability to effectively interact with technical and non-technical end users in a pleasant, cooperative, and helpful manner. • Ability to read, analyse, interpret and apply general technical instructions and procedures.
Key Performance Areas	<ul style="list-style-type: none"> • Administration and office management • Procurement planning and execution • Logistics and contract management • HR planning and management

How to Apply: Interested and qualified candidates for this position should apply to the Executive Director through the email address: recruitment@acodevuganda.org not later than Friday February, 2nd, 2024 indicating the position “Administrative Officer” as the subject line. Strictly send in a one page cover letter and an updated CV not exceeding 3 pages. While we thank all applicants for their interest, only those shortlisted will be contacted.

Disclaimer: ACODEV-Uganda does not charge any fees at any stage of recruitment and applicants are requested to desist from any form of corruption during this process.