



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

Position Description

ABOUT CEDO:

Established in 1992, CEDO-Uganda is an indigenous child focused advocacy organization; promoting the rights of children to a healthy, secure and value adding child-hood. CEDO Uganda's vocation is to support vulnerable populations affected by poverty, poor health and social insecurity in East Africa, and to accompany them in building a better future. Our interventions seek to cover multiple aspects of development and human rights crises through a multidisciplinary approach which is adapted to each context. CEDO realizes its mission through a set of programs: (1) Education, (2) Social Security, (3) Livelihoods Security and, (4) Health. CEDO employs the rights based approach, integrating climate justice and gender in programming.

Job Summary: The Administrative Assistant is responsible for day-to-day administration of the Head Office activities and facilitating its efficient operation by performing the following clerical and administrative tasks.

MAJOR DUTIES AND RESPONSIBILITIES

- a) Oversee logistics at Head Office, including vehicle usage, taxi requisitions, publicity materials, training materials, travel advances for staff, trainers, volunteers and other supplies, and ensuring office equipment, facilities and assets are maintained in accordance with CEDO's policies and procedures;
- b) Manage office transport system, track vehicle and motorbike expenses and highlight concerns.
- c) Assist the Head Office staff with simple budgetary and accounting matters, including collecting timesheets, checking petty cash advances, requisitions and accountabilities and, reconciliations before submission to the Accountant
- d) Maintaining inventories register; and conduct unannounced inventories inspection to ensure all assets are available and maintained per schedule.
- e) Ensuring assets are insured;

- f) Generating reports on operations, maintenance and utilization of equipment, assets and facilities.
- g) Liaise with finance to ensure funds are available before processing LPOs and with relevant departments to ensure Request for Purchases (RFPs) are completed for timely procurement and delivery of project supplies.
- h) Liaise with Human Resource on hiring and orientation of project staff.
- i) Manage timesheet tracker per project and maintain leave schedules.
- j) Organize and store paperwork, documents and computer-based information; archiving office files in line with the archive policy.
- k) Coordinate Head Office meetings and take minutes.
- l) Facilitate processing of travel requisitions by staff, partners and office guests.
- m) Coordinate clearance of project(s) visitors and liaise with relevant departments for clearance, work permits, hotel reservations, ground transportation and office space.
- n) Keep Office keys of the Head office, Opening from Monday to Friday (7.30am till 5.00pm) of each working day and, ensure the office is kept clean, organized and tidy.
- o) Carry out any other lawful duties as may be assigned by your supervisor from time to time.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent knowledge of English, both spoken and written
- Good communication, interpersonal skills and reporting skills.
- Demonstrated planning Skills: Ability to multitask and prioritize projects
- Ability to creatively solve problems, paying attention to detail.
- Initiative taker, self-motivated and results oriented
- Ability to effectively use a variety of Computer Applications.
- Team player
- Excellent management and financial (simple budgetary) skills
- Ability to plan, multi-task and take initiatives with minimal supervision, and within strict deadlines and flexible to ad-hoc schedules

EDUCATION

Suitable applicants must possess a relevant first degree in Business, Public Administration or other related disciplines, with at least 2 years of working experience. He/she should have knowledge and skills in Human Resource, Project Administration, and proficiency in computer applications. Experience with NGO operations is an added advantage.

HOW TO APPLY:

The Successful applicant will be required to start on Wednesday 15th January, 2025. Therefore, all suitably qualified candidates should send their applications including a cover letter, curriculum vitae, and copies of academic documents by email to:

hr.cedouganda@gmail.com with the Subject line “Application for the position of Administrative Assistant,” not later than Friday, 10th January 2025, by 5:00pm. Please provide a reliable 24-hour phone contact. Only short-listed candidates will be contacted for interviews.

CEDO is an equal opportunity employer. Female Candidates are encouraged to apply.