



vision: Africa's most proficient institute in postgraduate education and research that empowers global problem solvers.

9/1/2026

JOB ADVERT – OPERATIONS ASSOCIATE

We are seeking a detail-oriented and organized **Operations Associate** to support the efficient day-to-day administrative, academic, and basic financial operations of the College.

Key Responsibilities

- Support daily administrative and operational activities of the College
- Coordinate academic operations, including class schedules, examinations, and assessments
- Support admissions, registration, and student services processes
- Assist with procurement, inventory management, and asset tracking
- Support basic accounting tasks, including invoicing, receipts, expense tracking, and petty cash records
- Assist in the preparation of basic operational and financial reports
- Coordinate facilities, logistics, and classroom readiness

Qualifications and Experience

- Bachelor's degree in Business Administration, Operations Management, Accounting, Education Administration, or a related field
- At least 1–2 years of experience in operations, administration, or institutional support roles
- Exposure to basic accounting or financial administration is an added advantage
- Experience working in an education or training institution is an added advantage

Key Skills and Competencies

- Strong organizational and time management skills
- High level of accuracy and attention to detail
- Basic understanding of accounting principles and financial record-keeping
- Good communication and interpersonal skills
- Ability to multitask and work under minimal supervision
- Problem-solving and process improvement mindset
- Proficiency in MS Office and online collaboration tools

How to Apply

Interested candidates should submit a cover letter, an updated CV, and copies of their academic qualifications to hrd@bristolcollege.ac.ug before January 25, 2026. with the subject line: **"Application for Operations Associate."**

NB. Only shortlisted candidates will be contacted.