



## **Program Administrative Assistant Job Post**

**Work Hours:** Full-time, 08 hours per day

**Salary:** UGX

**No. of vacancies:** 01

**Deadline:** 30 June 2024

**Hiring Organization:** International Rescue Committee (IRC)

### **Job Details:**

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their lives. Founded in 1933 at the request of Albert Einstein, the IRC works with people forced to flee from war, conflict and disaster and the host communities which support them, as well as those who remain within their homes and communities. At work today in over 40 countries and 25 U.S. cities, we improve outcomes in the areas of health, safety, economic wellbeing, education, and power.

IRC started activities in Uganda in 1998. The IRC in Uganda is committed to forming strong partnerships with local and international organizations within both the private and public sectors to ensure best practices and protection principles are deeply integrated for all programs. IRC works in a multitude of capacities and locations to meet critical needs throughout Uganda including emergency response, refugee camp services, and urban programming.

### **Job Overview**

The Program Administration Assistant for the Rebuild project will be based in Kampala, Uganda. S/he will work closely with Re-Build program staff and directly under the guidance of the Senior Livelihood Officer, and will manage the general Livelihood Centre administration, ensuring that the center is well maintained and kept tidy as well as supervise the physical office maintenance. S/he supports the affairs related to the day to day running of the IRC Livelihood Center and is responsible for providing support for day-to-day program administrative requirements, functions, and general office management of the center. The position is based at the IRC Livelihood Center

## **Key Roles and Responsibilities**

- Sit at the reception and manage calls, welcome visitors, attend to the telephone and answer or refer any inquiries. Closely monitor the usage of the computers in the ICT lab, ensure clients are adhering to the set rules and regulations for the lab.
- Receive, sort, sign for packages and distribute items, internal communications, and correspondence within the center and to appropriate persons/ staff in RE: BUILD.
- With support from the community-based facilitator (CBFs), receive and register clients interested in receiving Rebuild services at the livelihood resource center, support in conducting information sessions when required, track and conduct referrals.
- Keep track of the inventory for all assets, consumable, and training materials at the livelihood Resource center, track payment of office utilities (water, power, Yaka tracker. Maintain and track the usage of office utilities and provide a monthly report.
- Support dissemination of project specific communication materials such as policies, templates, newsletters flyers among others.
- Liaises with Supply Chain to prepare procurement, prepare item forecast requisitions and share monthly updates of the LRC expenditures. Track payment of tenancy agreement
- Liaises with different workstream holders, assists in the preparation and tracking of purchase requests in Integra, payment requests and claims for program activities.
- Support in arranging project team appointments with clients and facilitate follow-up on deadlines.
- Support administrative arrangements for project events, meetings, workshops among others, and be security conscious of the LRC premises and staff.
- Provide weekly site updates of what could have transpired in the week at the LRC, including preparation and distribution of minutes of meetings, summary notes and other documentation as required.
- Assists in the orientation of new staff, interns, visitors, and consultants by providing them with the necessary support, show them around the premises, guide on the sitting arrangement, provide documents and materials for orientation.
- Work with other Program staff to coordinate work activities, meet deadlines, and provide support where needed.
- Alert direct supervisor immediately of any problems with the office premises and follow-up on these issue as required.
- Maintain and track the usage of office utilities and provide a monthly report.
- Track and monitor office supplies, including toiletries, ensure availability at any time. Monitor staff tea and water is available at the office all time and ensure the entire premises is kept tidy.
- Perform other duties as specified by the supervisor and in accordance with instructions from team members.

## **Qualifications**

- Bachelor's degree in administration and office Management, Public Administration, social science, Business Administration, or related field required.
- 2-3years of clerical, secretarial, or office experience.
- Proficient computer skills, including Microsoft Office.
- Strong verbal and written communication skills.
- Comfortable with routinely shifting demands.
- Professional fluency in written and spoken English, Kiswahili, French or Arabic
- Highly motivated, possesses a strong sense of integrity and a positive attitude towards work.

**Please note:** Applications will be reviewed on rolling Basis.

Deadline for receiving applications is **30<sup>th</sup> June 2024.**

## **Professional Standards**

*IRC workers must adhere to the values and principles outlined in the IRC Way - Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.*

## **Gender Equality & Equal Opportunity**

*IRC is an Equal Opportunity Employer and we value diversity at our organization. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, age, marital status, veteran status, disability status or any other characteristic protected by applicable law. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request reasonable accommodation.*

[Apply Now](#)