



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

Date: 13th March 2024

RE: JOB ADVERTISEMENT

About FAWE Uganda

FAWE Uganda is a Non-Governmental organisation dedicated to bridging the gender gap in education at all levels. Established in 1997, FAWE Uganda is part of the network of 34 African FAWE Chapters all working towards improving the lives of girls and women across the continent. Together with our partners, we strive to make a difference in the lives of individuals, families and communities in need. Join our dynamic team and contribute to our noble cause.

We are seeking an experienced and detail oriented Human Resource and Administration Assistant to support the Human Resource and Administration Function. This is an excellent opportunity for growth in the Human Resource and Administration career.

Job Title	:	Human Resource and Administration Assistant
Duty Station	:	Head Office, Kampala
Reports to	:	Human Resource and Administration Manager
Supervises	:	Drivers
Duration	:	1 Year (Renewable)

Role To provide support to the Human Resource and Administration Department ensuring smooth operations and flow of related activities

Tasks and Responsibilities

General Services and Administration

- Manage the front desk ensuring proper attendance to all visitors
- Handle all incoming telephone calls ensuring that all requests are effectively handled.
- Handle all incoming and outgoing letters ensuring that they are channeled to the relevant offices.
- Ensure that the office environment is clean, safe, attractive and conducive at all times
- Support in the supervision of all minor repairs and masonry works ensuring that quality work is done.
- Provide support in organising meetings, trainings and workshops.
- Support in the booking and arranging field and foreign travels for staff.
- Manage the office filing system.
- Open and close offices.
- Support in the supervision of security services.
- Support the asset management processes.

Human Resource Administration

- Support the leave management processes
- Support the recruitment and selection processes
- Support the staff onboarding processes
- Support the coordination of the medical scheme, Group Personal Accident and other staff benefits.
- Provide support to the performance management processes.

Fleet Management

- Support in the management of motor vehicles
- Ensure that monthly motor vehicle reports reflecting fuel usage, mileage, service and repairs undertaken, motor vehicle state among others are submitted by drivers.
- Ensure that vehicles are serviced as per schedule.
- Ensure that all vehicles have logbooks and all journeys are documented by the drivers.
- Monitor motor vehicle movement.
- Carry out random inspection of vehicles.

Stores Management

- Receive stock from vendors, inspect supplies and accept or reject the same depending on quality and specification given vis-as-vis purchase orders.
- Track incoming inventory
- Perform monthly and quarterly stock checks and prepare monthly and quarterly reports.
- Reconcile book quantities with physical quantities, analyse, investigate and interpret any variances.
- Implement and improve internal controls relating to inventory management.

People Management

- Supervise team members in a professional manner
- Performance manage all team members under supervision
- Hold regular meetings with direct reports.
- Support the learning and development processes for team members.

Qualifications and Experience

- A Bachelor's degree in Human Resource Management, Bachelor of Business Administration, Social Sciences (with a module on Human Resource Management), Public Administration and Management or other relevant field is essential
- At least two years' relevant experience in a busy environment
- Computer literacy (MS Word, MS Excel, Power Point, email, Calendar applications as well as ability to use virtual office applications.

Other Personal Attributes

- Excellent communication skills
- Good customer care skills
- Analytical and problem-solving skills, with the ability to work to a high standard, manage stress while prioritizing multiple tasks and meeting deadlines
- High standard of integrity, discretion and loyalty
- Actively seeks feedback on their performance (both results and behavior) with a view of continuous and growing
- Ability to work in a team
- Self-driven and able to work under minimal supervision
- Proven ability to work effectively with others to achieve results with strong people leadership skills and abilities
- Human Resource Management skills
- Basic financial management/ literacy skills

Application Procedure

Candidates who are interested in the above position should submit an updated CV, copies of academic transcripts/certificate and cover letter giving daytime telephone contacts and e-mail addresses of 03 (three) work related referees. If successful in this process FAWE Uganda will require certified academic documents. Please deliver your applications to the address below not later than Friday 22nd March 2024, 12:00pm; Applications sent via email should be sent in PDF as a single document.

**The Human Resource and Administration Manager
Forum for African Women Educationalists Uganda Chapter
Plot 328, Magulu Close, Bukoto
P.O Box 24117, Kampala**

OR

Email; humanresources@faweuganda.org

Suitably qualified and interested young women are encouraged to apply.

While all applications are appreciated, only shortlisted candidates will be contacted.