



Job description

Admin Assistant

Uganda



Admin Assistant

Place of work:	Kampala, Uganda
Pay band:	Current grade C
Salary:	In line with WaterAid salary scales for grade
Reports to:	OD Coordinator
Manages:	N/A

JOB PURPOSE SUMMARY:

To proactively ensure effective and efficient planning and management of administrative support function including responsibility for logistics, documentation, travel, visitor management, accommodation facilitation and upkeep and management of WaterAid's property in Kampala.

KEY RESPONSIBILITIES:

Admin Support:

- Supporting the Front Office to ensure that reception services including telephone calls, letters, e-mail etc are provided in such a professional fashion that visitors are provided with a warm welcome and that their needs are swiftly met.
- Ensuring that a high standard of secretarial service is provided to WaterAid including an efficient system for keeping all records.
- See that all rental, utility bills, subscriptions or other service contracts (photocopier, internet and other machinery servicing contracts) are renewed in a timely manner through maintenance of a holistic Administration work plan and monitoring schedules.

- Supporting Finance to ensure that all valuable assets are insured and that all insurance policies are kept up to date.
- Supporting Finance in the updating and maintaining of the fixed assets register, quarterly, and whenever new items are purchased together with ensuring that all valuable assets are branded, insured and that all insurance policies are kept up to date.
- Ensuring that work is planned and organised, that admin related staff are given appropriate workloads and are clear about what is expected of them and are working effectively to meet their responsibilities
- Preparing Administrative budgets and monitor budget variances Provide monthly and quarterly expenditure reforecast
- Provide support in preparation of reports for internal and external use
- Following up on any Admin related advances given to ensure correct reporting and accountability
- At all times acting according to the highest standards of professionalism and personal integrity in managing and overseeing the affairs of WAU
- Undertake routine and periodical review, spot checks to ensure that the office, access, fixtures, equipment, facilities, leakages, Lighting are maintained and repairs are done in a timely manner. The whole office cleanliness and ambiance in all areas including the kitchen are kept to required standard as delegated to members of the team.
- Prepare and have a work plan as well as an office improvement plan incorporating the health and safety, security measures as well as access and inclusion for discussions with the Line Manager.

Logistics Management

- As part of your support to the Finance team, support and coordinate all procurement process i.e. preparing purchase analysis, and local purchase orders and ensure storage of supplies.
 - Administer all agreements and contracts with Service providers.
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- Ensuring that logistic services are provided in a timely and reliable fashion (e.g. travel arrangements, conference venue bookings, meetings arrangements etc)
- Purchasing e-tickets for travel and facilitating the acquisition of all associated paperwork and rescheduling of flights for all international staff as per their plans.
- Arrange for office space and other logistics requirements for all staff in the CP and to ensure the office space is fit for purpose
- Taking the initiative in collecting feedback from staff and working to continuously improve the quality of the logistics service through staff satisfaction survey questionnaires and other feed back methods.
- Responsible for managing and following up on CP visitors needs including per diem payments, finding their way around the country and CP among other needs

Transport Management:

- Surveying the transport needs and ensuring that an effective system is in place to these needs of staff in the most cost-effective manner possible (e.g. by planning and tracking vehicle allocation, vehicle movements, vehicle utilisation, fuel consumption etc)
- Together with the drivers enable high quality maintenance, regular servicing of vehicles, generators and other mechanical equipment.
- Ensuring that all vehicles in the WaterAid fleet are roadworthy and immediately advising if any problems are anticipated.
- To provide team stewardship in a fast and revolving environment for staff to ensure effective delivery of operational support by:
- Over all people management of the team based on their delegated roles and on WAU practices and guidelines.

JOB REQUIREMENTS/PERSON PROFILE:

A) Education and Experience

Essential

- Degree or Post graduate degree in Business Administration/ office management or secretarial studies.
- 6 years related experience
- Knowledge of office administration and management
- Knowledge of air ticketing, immigration rules, training and workshop venues, office cleanliness, hygiene, gardening and ground keeping
- Experience in procurement and logistics administration.
- Secretarial and Computer Skills in MS Windows, Word, Excel, internet explorer, Outlook express or Microsoft outlook Competencies
- Excellent communication skills, both written and oral and excellent relationship building skills

Desirable

- Strong relationship building. Building and managing relationships with key stakeholders
- Commitment to WaterAid's Values and working style that exhibits our leadership behaviours.
- Planning, Organising, analysis and Reporting
- Good skills in public speaking, documentation and information management.

B) Personal Competencies:

- Proactivity and Practicing innovation and change.
- Driven by Impact and results oriented
- Team player
- Inclusive and value for diversity
- Personal Integrity
- Flexibility
- Thoroughness
- Customer care