



The Youth Empowerment Foundation

Job Title: Administrative Assistant

Jobs at: The Youth Empowerment Foundation (YEF)

Duty Station: Pagirinya Refugee Settlement, Adjumani

Deadline: 5th March, 2024

Project Duration: 9 Month

Job Summary:

The Admin Assistant will provide administrative support to project staff and assist in the procurement process, HR functions, and event organization. This role involves managing office supplies, maintaining records, and ensuring smooth project operations.

Responsibilities:

1. Administrative Support:

- ◆ Provide administrative assistance to project staff, including scheduling meetings, preparing documents, and maintaining records.
- ◆ Assist in the procurement process by obtaining quotations, preparing purchase orders, and tracking deliveries.
- ◆ Manage office supplies and equipment, ensuring their availability for smooth project operations.

2. HR Support:

- ◆ Support HR functions such as recruitment, on-boarding, and maintaining personnel files.
- ◆ Assist in organizing workshops, trainings, and events, including logistics, participant registration, and material preparation.
- ◆ Coordinate travel arrangements and accommodation for project staff and visitors as needed.

3. Communication and Coordination:

- ◆ Serve as a point of contact for internal and external inquiries, responding to emails, phone calls, and other correspondence in a timely manner.
- ◆ Coordinate communication between project staff, partners, and stakeholders, ensuring effective flow of information.
- ◆ Assist in drafting and editing project-related documents, reports, and presentations as required.

4. Documentation and Filing:

- ◆ Maintain organized and up-to-date filing systems for project documents, reports, and other records.
- ◆ Ensure confidentiality and security of sensitive information, including personnel files and financial records.

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- ◆ Support the preparation and submission of project reports, including collating data and compiling information as needed.

5. General Support:

- ◆ Assist with any other administrative tasks or duties as assigned by the project coordinator or supervisor.
- ◆ Contribute to a positive and collaborative work environment within the project team.

Qualifications:

Diploma or bachelor's degree in business administration, secretarial studies, or related field.

Proven experience in administrative support roles, preferably in a nonprofit or development organization.

Proficiency in MS Office applications and office management software.

Strong organizational and multitasking skills.

Ability to work effectively in a multicultural and fast-paced environment.

Refugee females are strongly encouraged to apply for this position. Your resilience, unique perspectives, and diverse experiences are invaluable assets that we deeply value. We understand the challenges you may have faced and recognize the strength it takes to navigate through them.

By joining our team, you bring a wealth of insights and a perspective that is crucial for creating a more inclusive and understanding workplace. Your presence not only enriches our organization but also serves as a beacon of inspiration for others.

We believe in the power of diversity and are committed to providing a supportive environment where everyone can thrive. Your voice matters, and we are eager to welcome you into our community, where your contributions will help shape a brighter future for us all. Apply now and let your unique journey pave the way for new opportunities and growth.

How to Apply: Email your resume/CV, cover letter and copies of academic transcripts & certificates to info@yef-uganda.org or vwilliam@yef-uganda.org

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