



## COACT IS LOOKING FOR AN ADMINISTRATOR!

<b>Duty Station:</b>	Kampala, with about 15% travel
<b>Number of Positions:</b>	1
<b>Application Deadline:</b>	12 Noon, August 12 <sup>th</sup> , 2024
<b>Language:</b>	English
<b>Expected Starting Date:</b>	September 1, 2024
<b>Duration of Contract:</b>	One year renewable depending on Performance

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### 1. Background

The Coalition for Action on 1325 (COACT) is an alliance of peacebuilding organizations that work to promote gender equality and women empowerment, full implementation of the women, peace and security and youth peace and security agendas, elimination of gender-based violence, and increasing gender sensitivity in humanitarian response. COACT envisions a peaceful world where women realize their potential. We exist to inspire women's leadership, amplify their voices and coordinate civil society action in building and sustaining peace in Uganda.

The organization looks to hire a qualified individual to serve as Administrator to support the effective management and administration of her strategic plan and daily operations.

### 2. Job Summary

The Administrator will be responsible for providing administrative support to the organization's staff and management team, ensuring the smooth day-to-day operation of the organization. The ideal candidate will have excellent organizational and communication skills, with the ability to work independently and as part of a team.

### Roles and Responsibilities

#### 1) Administrative support and front desk management.

- Provide administrative assistance to the management team and staff, including preparation of reports, correspondence, and other documents.
- Maintain a presence at the front office, manage the front office ensuring it organized and tidy at all times
- Manage and maintain the organization's records, files, and databases.
- Coordinate meetings, appointments, and schedules for staff members.
- Maintain accurate records of visitor logs, telephone calls, and email correspondence
- Answer and direct phone calls to the appropriate staff members or departments.

- Respond to emails and messages in a timely and professional manner.
- Manage phone lists and distribute messages to relevant staff.

**2) Human Resources:**

- Assist in the recruitment, onboarding, orienting and development of new staff members.
- Maintain accurate employee records, including personnel files and benefits information.
- Coordinate employee training and professional development programs. **3)**

**Operations:**

- Assist in maintaining the organization's facilities, including maintenance, repairs, and supplies.
- Coordinate with vendors and contractors for services such as IT support, security, and maintenance.
- Ensure replenishment of office supplies, stationery, and other necessities as needed.
- Maintain inventory levels and report shortages to management

**4) Communication:**

- Draft and send emails, letters, and other correspondence on behalf of the management team.
- Maintain accurate records of all correspondence and communications.
- Ensure compliance with organizational policies, procedures, and regulatory requirements.
- Maintain confidentiality and handle sensitive information with discretion.

**5) Other:**

- Represent COACT in meetings and workshops
- Perform other duties as assigned by the Senior Management Team
- Manage COACT's events
- Assist with special projects as needed
- Accompany Programme staff to the field as necessary

**3. Required Qualifications and Skills**

The ideal candidate will have the following competencies

- A bachelor's degree in social work and social administration, Public Administration, or another related field. A master's degree is an added advantage.
- At least 2 years' experience in an administrative or programme role in a non-profit organization.
- Excellent writing and other communication skills
- Ability to supervise other staff
- Ability to meet strict deadlines
- Knowledge of gender equality issues, human rights, peace and conflict • Interest in working with poor and vulnerable communities including refugees.
- Excellent organizational, social and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). • A strong team player who can work independently and is self-directed

- Strong attention to detail and ability to maintain accurate records.

**4. Reporting Structure:**

The Administrator will report to the Finance and Administration who will provide guidance, support, and oversight.

**5. Work Schedule:**

The normal workday at COACT starts at 8 am till 5.00pm from Monday to Thursday, and 8.00 am to 3.00 pm on Fridays with one hour for Lunch from 1 pm to 2 pm each day. There may be occasions when the job holder will be required to work beyond office hours the office during weekends and special events.

**6. Application Instructions:**

To apply for this position, please submit your CV and cover letter to [coact@coact1325.org](mailto:coact@coact1325.org) and copy in [chrisheara@coact1325.org](mailto:chrisheara@coact1325.org) not later than August 12<sup>th</sup>, 2024, by 12 Noon. Late applications will not be accepted.

Only shortlisted candidates will be contacted.