NATIONAL COUNCIL FOR DISABILITY
P. O. Box 26080 Kampala, Uganda.
NCD

JOB ADVERT FOR THE ADMINISTRATIVE ASSISTANT

National Council for Disability (NCD) is a Public Institution established by Act of Parliament Cap 14, (National Council for Disability Act 2003); to Promote Equalization of Opportunities and Realization of Rights of Persons with Disabilities (PWDs) through Rights Advocacy, Policy Influence, Research, Disability Coordination and Networking. As well as Establishment of Monitoring and Evaluation Mechanisms.

The Council is hereby inviting applications from suitably qualified Ugandans to fill the vacant post of Administrative Assistant.

MAIN DUTIES AND RESPONSIBILITIES:

Job title: **Administrative Assistant**
Reports to: Head Finance and administration
Salary Scale: NCD 3 C

TERMS OF APPOINTMENT:

Three (3) years renewable contract upon satisfactory Performance

JOB PURPOSE:

The Administrative Assistant will ensure that the office runs smoothly and efficiently by providing secretarial and administrative support.

MAIN TASKS AND RESPONSIBILITIES

1. Ensuring daily operation of the office
2. Provision of clerical support
3. Undertaking administrative functions
4. Organizing administrative and logistical aspects of the council
5. Ensuring operation of equipment
6. Perform any other duties in relation to his/her work as assigned by the immediate supervisor or the Executive Secretary.

PERSON SPECIFICATIONS

A. Education

Diploma in secretarial studies

B. Working Experience

Minimum three years' experience in a comparable position. Proven experience in data management, office administration and basic computer use, including competence in word processing, data base, spreadsheet software and internet. Proven experience as secretary.

C. Technical skills

Knowledge of office management systems and procedures. Working knowledge of office equipment like printers and fax machines. Knowledge of ICT technologies (related softwares, phone, fax, email, internet) and computer applications like MS Office (MS word, MS excel, and MS powerpoint in particular).

D. Personal Competences/Qualities

- Excellent organizational, analytical and problem-solving skills.
- Ability to work well under pressure and with minimal supervision. Ability to pay attention to details.
- Excellent written and verbal communication skills and effective interpersonal skills to work with colleagues and stakeholders.
- Good computer skills and being familiar with office equipment.
- Excellent time management skills and the ability to prioritize work.
- High degree of self-motivation and team spirit in a non-culture and inter- displinary team.
- Soft skills, such as flexibility, dependability, adaptability and creativity

Hard copy applications should be addressed to;
The Executive Secretary, post office on P. O. Box 26080, Kampala or Delivered to Plot 30 Martyrs Way, Ntinda, Kampala, near UNEB offices.

The deadline for receiving applications is **23rd November 2018 by 5:00pm**. East African standard time.

The title of the job should be indicated on the right hand top corner of the envelope.

While we thank all applicants for showing interest, only shortlisted applicants will be contacted.

In case you do not hear from us one month after the deadline of receiving applications, then consider yourself to have not been shortlisted.

Application should be submitted with the following attachments:
Detailed curriculum vitae with two referees (one of the two referees should be the applicant's employer or most recent employer), copies of academic transcripts, certificates and three recent passport size photographs.

Handwritten applications are also accepted.