**Role Profile**

|  |  |  |
| --- | --- | --- |
| **Overview** | | |
| Role | HR & Administration Assistant | |
| Main Purpose | This role is key in ensuring effective clerical and administrative support for HR processes and to the Country Director as well as acting as the first line of contact to visitors and other stakeholders. The role will be responsible for:   * Providing support to the routine HR Administration processes and procedures. * Administrative support to the Country Director such as helping with scheduling and coordinating meetings, appointments, travel plans and logistical support for head office and donor visits, preparing reports, presentations and documentation. * Ensuring that office cleanliness, clerical and administrative tasks are adequately taken care of. | |
| Department | Programmes | |
| Location | Kampala, Uganda | |
| Reporting To | Human Resource Manager | |
| **Key Result Areas** | | |
| * Efficient co-ordination of office activities and operations * Efficient administrative support to Country Director and Human Resource Manager * Effective coordination of events * Effective coordination of head office and donor visits * Accurate and organised documentation | | |
| **Main Duties** | | |
| **HR Duties (50%)**   * Providing clerical and administrative support for the Human Resources functions, and for the development and maintenance of policies and procedures * Assisting with day-to-day operations of the HR functions and duties including Recruitment and Selection, orientation of new staff, and staff training activities * Keeping the Human Resources Information System (HRIS) updated * Submit monthly supervision and monthly reports to the Line manager * Coordinate arrangements for general staff meetings or other team events as necessary   **Administrative support to Country Director**   * Coordinating events such as meetings, workshops, donor visits ensuring itineraries and logistics are well planned out. * Taking accurate and comprehensive notes at meetings such as SMT and stakeholder meetings. * Preparing reports, presentations and documentation for meetings and appointments. * Coordinating travel arrangements (both domestic and international) and create trip itineraries. * Ensuring all logistics for donor trips are in place and coordinate with UK Trips Coordinator so that all aspects of trips are planned and implemented to professional standard. * Any other executive administrative duties as delegated by Country Director * Keeping, filing and archiving of records (both physically and electronically).   **General Administration**   * Manage reception area, welcome visitors and ensure their needs are adequately met * Coordinating meetings, appointments and planning refreshments * Oversee the cleanness of Office & Maintenance * Manage agendas, meeting notes, travel plans, appointments and events. * Manage receipt of letters, packages, phone calls and other forms of correspondence * Prepare Time sheets for Issuance to staff by either soft copy & hard copy. * Performing general office errands as requested | | |
| **Soft Skills** | | **Technical Skills** |
| * Strong work ethic * Good communication and interpersonal skills * Ability to treat confidential information with appropriate discretion. * Strong prioritisation and Organisational skills * Creative problem solving * Time management * Teamwork * Flexibility and adaptability * Highly responsible and reliable * Superior attention to detail * Pro-active problem-solving and decision-making skills * •Exceptional attention to detail. * Ability to multitask and prioritize daily workload * Result Oriented. * A good team player and cultural awareness. | | * Administrative skills * Proficiency in MS Office Word, Excel, Outlook and PowerPoint * Skilled in the use of standard office equipment (e.g., copiers, scanners, telephone systems, projectors). * Excellent command of the English language, both written and oral with the ability to effectively choose the appropriate level of communication * Report writing skills * Strong Record Keeping Skills * Customer service skills * basic knowledge of national labour and social law * basic knowledge of HR management |
| **Experience & Education** | | |
| * Degree in a relevant field eg HR Management, Business Admin, general NGO/public management/admin * 3-5 years minimum experience in administrative support to a senior manager. * Experience of working with confidential and secure information. | | |