



Department  
for International  
Development



## Vacancy Announcement

DEPARTMENT FOR INTERNATIONAL DEVELOPMENT:

UGANDA – KAMPALA

<b>POSITION:</b>	<b>C2 Office Assistant</b>
<b>SALARY:</b>	UGX 24,833,639 – 39,814,484 per annum
<b>DURATION:</b>	Permanent

**Objective:** The Office Assistant will be responsible for ensuring DFID Uganda's office is run efficiently and effectively. He/she will support colleagues to deliver a quality service to our stakeholders. He/she will be managing incoming visitors, general queries and administrative duties. The successful candidate will act as the face of DFID Uganda by providing a professional welcome to all visitors.

### Key accountabilities and responsibilities:

- Assist with the organisation of official events and functions as necessary.
- Collate replies to official events and provide regular updates to teams on attendance.
- Arrange meeting rooms lay-outs as appropriate including equipment (IT and video/telephone conference) and ensure meeting rooms are kept tidy and clean.
- Request and coordinate refreshments for meetings.
- Work hand in hand with security in managing office visitors.
- Manage incoming and outgoing mail and diplomatic bag as well as newspaper distribution.
- Manage office stationery requests for DFID and submit to FCO corporate services for processing.
- Update DFID Uganda's telephone lists.
- Greet and welcome internal and external visitors to office and inform relevant staff member.
- Provide a high level of customer care, keep visitors updated on any delays to their meeting and assist with any queries.
- Provide general office management and any other administrative support when required.

### Minimum Qualifications and Experience

- Minimum of a Diploma or equivalent qualification in Office Administration, Front Desk Management or Secretarial Studies.
- At least three years' experience in an Office Assistant role in a busy environment.
- Good working knowledge of Microsoft office (word, excel and outlook).
- Excellent spoken and written English.
- Office administrative/logistics experience.

### Required Skills

- Excellent interpersonal skills
- A high level of organisational skill is essential
- Excellent Customer Care skills

### Important – HOW TO APPLY!!

- Interested candidates should request the Application Form and full job description from **[AfricaHrHubRecruit@Dfid.gov.uk](mailto:AfricaHrHubRecruit@Dfid.gov.uk)**. The subject line must read "C2 Office Assistant – Uganda".
- The candidate must complete and send back the form with a copy of their most recent CV. The subject line must read "**C2 Office Assistant – Uganda**".
- Failure to follow the outlined procedure might result in the application not being considered. The closing date for the vacancy is close of business day on **Friday, 13th of May 2016**. If no response has been received after 2 weeks, consider the application as unsuccessful