



JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT

BACKGROUND

Since its inception in 2006, the Cross-Cultural Foundation of Uganda (CCFU) has worked with communities to promote an appreciation of, and better understand their cultural contexts in order to identify positive aspects of culture and illustrate culture's contribution to development. For more information about CCFU visit www.crossculturalfoundation.or.ug

CCFU has one office located in Kampala from which all its programme work is coordinated. In addition to roles of managing this office, the Foundation also requires different administrative support to its diverse programmes and finance. These include, managing some engagements at local, national and international levels, trainings, publicity, audits and maintaining a reading library.

The Foundation is now seeking the services of an Administrative Assistant.

JOB SUMMARY

The Administrative Assistant will provide administrative, secretarial and basic accountancy support to the Foundation and provide front desk information to our clients, partners and visitors. The Administrative Assistant will also provide administrative support to the different programmes and the finance office. The Administrative Assistant will report to the Finance and Administration Officer, but will be ultimately Accountable to CCFU's Executive Director.

SPECIFIC DUTIES:

1. Front Desk duties

- Receive visitors to the Foundation and brief them on the organisation's mission, objectives and activities.
- Manage telephone and email communication and ensure urgent matters are communicated / referred to the relevant officers immediately
- Ensure proper registration, regular delivery and posting of mails both incoming and outgoing (via post and email).
- Check relevant emails daily and pass them the Deputy / Executive Director
- Update the notice board periodically
- Ensure that all communications outside the office is approved before dispatch (email/hard copy)

2. Office management and secretarial services

- Carry out secretarial duties/administrative support for the Foundation including word-processing, typesetting, proof reading documents etc
- Maintain an effective filing system – electronic and paper based filing
- Make appointments, and keep an updated record of CCFU contacts
- Ensure timely and quality photocopying and binding of CCFU documents, as required
- With support of the Office Attendant ensure that office premise is clean and that all office supplies are sufficient (stationary/sundries/refreshment)
- Make international travel arrangements such as booking tickets, and follow up travel documents follow up application for VISAs, etc.

3. **Reading room management**

- Identify and classify books for the Reading Room.
- Stock-take the publications in the Reading Room and ensure that they tally with data bank reports and update, where necessary (including maintaining an inventory).
- Identify articles on culture from newspapers and photocopy daily and file accordingly (with support from the Communications Department)

4. **Information Dissemination**

- Assist the Programme/Communication Coordinator in the day to day running of the CCFU Resource Centre.
- Support CCFU external events as and when required
- Support Programme/Communication Coordinator in receiving and maintaining an upto date inventory of CCFU publications and multi media resources
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5. **Financial accounts support**

- Petty cash management.
- Act as the Bank Agent for the Foundation as and when requested
- Work with the Finance and Administration Officer to prepare for audit exercises by ensuring the documents are readily available as per checklist provided by auditors; and ensuring the documents are duly signed and stamped.
- Data entry and filing of financial transactions and ensure efficient recording and retrieval from filing system upon request.

Qualifications, Skills and Experience:

- At least a bachelor's degree in Social Sciences, Accounting and Finance, Human Resource Management, Business Administration, Development Studies, Library and Archiving or any related course is preferred.
- At least two years of working experience in the same or related role
- Demonstrated experience in front desk, basic accounting and secretarial roles
- Good communication and writing skills
- Ability to work in a team and multitask
- Personal integrity and accountability
- Passion for culture

Duration of contract

The Administrative Assistant will be offered an initial 2 year contract, following satisfactory completion of a 3-month probation period.

Submission of applications:

Interested candidates should email their application letters, CVs, academic qualifications to the address below. Only shortlisted candidates will be contacted.

Insert Subject as [Application for Administrative Assistant *_Your name*]

Executive Director

The Cross-Cultural Foundation of Uganda

ccfu@crossculturalfoundation.or.ug

Expected employment start date: IMMEDIATE

Deadline: 2nd October 2022