



Better HAG Uganda

Programs and Administrative Assistant (PAA) Career Job at Better HAG Uganda

Job Title: Programs & Administrative Assistant (1 Position)

Organisation: Better HAG Uganda

Job Location: Kampala; with occasional trips to Manafwa




About Us:





Better HAG Uganda is seeking a suitable experienced and skilled person aged between 23 and 30 years to fill the above position. Better HAG Uganda's 2 year ***“Powered Health Initiatives (SRH) and Rights”*** Project aims to improve the Sexual and Reproductive Health & Rights (SRHR) situation of young people through improving access & quality of SRHR education, improving access & quality to S R H services & helping to create a more enabling environment for SRHR. The project will be delivered by the *“Coalition of rural Youth and Women's Rights – CYWR”* – a Consortium of 4 CSOs under the Captaincy of Better HAG Uganda. The other implementing partners include Treasure Woman Foundation (TWF), Girl Help and Sorry Comes after Danger (SCAD).

Job Summary: The job holders will take responsibility of planning, coordinating, monitoring & implementing of the ***“Powered Health Initiatives (SRH) and Rights – Manafwa district”*** Project.

Key Duties & Responsibilities:

Project management, development, monitoring and evaluation

-  Assist in developing sound project work plans and activities consistent with the goals and objectives of the donors.
-  Provide program support to Better HAG Uganda's district branches in order to strengthen capacity.
-  Involve/include local **CBOs** in all aspects of planning and implementation in order to promote and maintain sustainability.

-  Assist the **M&E** Officer in submitting timely technical monthly reports in provided format to the executive director for review before being shared with the donors and other stake holders
-  Participate in all Better HAG Uganda's resource mobilization drives including but not limited to; proposal development, lobbying in corporate institutions and ensuring profitable links and partnerships with civil society organizations
-  Liaise with the **M&E** officer to ensure that there are onsite project monitoring visits with stakeholders in addition to organizing bi-annual stake holders' meetings
-  Prepare activity reports







Administration

You will also be responsible for providing administrative and clerical services in order to ensure effective and efficient operations at Better HAG Uganda Head Offices.

Your key responsibilities here shall include but not limited to;




1. Provide administrative support to ensure that Better HAG Uganda operations are maintained in an effective, up to date and accurate manner

Main Activities:

-  Type correspondence, reports and other documents
-  Maintain office files
-  Open and distribute the mail
-  Take minutes at meetings
-  Distribute minutes
-  Coordinate repairs to office equipment

2. Provide support to Better HAG Uganda to ensure that the organization is provided with the resources to make effective decisions

Main Activities:

-  Maintain confidential records and files
-  Maintain records of decisions
-  Arrange for payment of honorariums

3. Research and assist with the preparation of motions, policies and procedures

Main Activities

- ✚ Prepare correspondence for Board members
- ✚ Prepare documents and reports on the computer
- ✚ Schedule Board meetings
- ✚ Prepare agendas for Board meeting
- ✚ Prepare packages for Board meetings

4. Provide receptionist services

Main Activities:

- ✚ Greet and assist visitors
- ✚ Answer phones
- ✚ Direct calls and respond to inquiries

5. Perform other related duties as required

Accounts Assistant role

You shall assist the Finance and Administration Manager in processing and reconciling a wide variety of accounting documents such as invoices, bills, employee reimbursements, cash receipts, supplier/contractor statements, and journal vouchers; review and code financial information; prepare and process documents to disburse funds, make deposits and prepare reports; compile and review information for accuracy; and maintain records.

Reporting and any other work

- You will report directly to the Executive Director
- You will do any other work as directed by the Executive Director

Qualifications, Skills and Experience:

- ✚ A University degree in a relevant discipline
- ✚ A minimum of 3 years progressive work experience with a reputable Non-Governmental Organization.
- ✚ Have proven experience in secretarial services, project cycle management, monitoring and evaluation and health related advocacy.

- ✚ He/she should have experience and interest in working with young people in the area of SRHR/HIV/AIDS.
- ✚ Have key personal competence in report writing, team work, networking and communication skills (oral and written).
- ✚ He/she should be dynamic, self driven, exhibit high initiative and work under minimum supervision has computer software skills (standard applications in MS office).
- ✚ **Qualified females are particularly encouraged to apply.**

How to Apply:

Please submit an application letter with current detailed CV indicating 3 references. Two of whom should have been direct supervisors. Please address queries and applications to the Executive Director, Better HAG Uganda and send by email to: jobsandtenders.betterhaguganda@gmail.com. (Please copy arnoldjk2000@gmail.com and in your correspondence) or hand deliver sealed applications to either;

Head Office:

Plot 147, Kisingiri road, Off Sir Albert Cook road
Mengo Town, Kampala

Tel: +256 414 695 288 **Cell:** +256 775 926 928

OR

Manafwa Office:

St. Lawrence House, Bupoto road
Opposite Magale Sports Ground
Magale Town Council

Cell: +256 785 058 113

NOTE: PUT 'Application for PAA' in the Subject area.

Deadline for applications

The deadline for applying is **September 9th 2016.**