

Advertisement

Administration Officer (Uganda)

Job Summary

The Agripreneurship Alliance is a Swiss non-profit organisation that has been working with partners in East Africa since 2018 to enable young entrepreneurs to launch and grow great food businesses.

The Agripreneurship Alliance is at a key step in its evolution and is now establishing its first office in Africa. To enhance its work in Uganda, the organisation is searching for a full or part-time Administration Officer to work with us to build our local office and team and take our work to the next level.

Job Title:	Administration Officer (Uganda)
Employment type:	Contractual (initially 1-year- renewable)
Probation:	A 3-month probationary period is applicable to this position
Work Hours:	Part-Time (20 hours per week/4 hours per day Mon -Fri with occasional evening and weekend commitment).
Salary:	According to level of experience
Location:	CURAD Incubation Hub, Namanve Industrial Park, Mukono
Reports to:	Programme Manager (Uganda)
Primary function.	Administrative support to the organisation

Duties & Responsibilities.

- Manage the Agripreneurship Alliance Uganda office on a day-to-day basis
- Act as the first point of contact for public enquiries
- Administer appropriate financial controls and systems related to Uganda based income and expenditure
- Support the facilitation On of programmes both in-person and through digital channels with focus on business administration including bookkeeping and financial management
- Work with Programme Manager to identify potential local, national, and international sources of grant aid and other income
- Support the development and submission of funding applications, liaising with CEO & Finance Officer as appropriate
- Prepare reports as needed by funding bodies and other agencies
- Contribute to articles, blogs and posts on social media channels
- Liaise with Programme Manager to ensure that the organisation fulfils its legal obligations as a registered NGO
- Other duties as may be allocated by management.

Skills required

- High level of ICT skills with experience of use in G-Suite, Microsoft Office including the ability to produce high-quality presentations and text documents and reports
- Proficiency in financial management
- Familiarity in developing and preparing training materials
- Self-motivated and well organised, with the ability to work independently
- Able to work effectively in a team
- High proficiency in English language (written and oral)

Qualifications & Experience

- At least two-years post qualification experience in a relevant setting including NGO, Government or Businesses
- Resident in Uganda with legal right to work in the country
- University Degree in a relevant discipline is desirable

Travel

The Agripreneurship Alliance currently works with partners in Kampala, Mukono, Gulu and Mbarara. As Administration Officer (Uganda) occasional travel to these locations may be needed.

Closing Date:

Sunday 5 June 2022

Interviews:

We will only contact those applicants who have been short-listed for an interview. Interviews will be held in the week beginning 20 June 2022 in Mukono, Uganda. Further details will be shared with short-listed individuals.

To apply:

Send your CV and supporting letter as single pdf document by email to info@theagripreneur.org

Diversity, Equity & Inclusion –

We welcome applications from all sections of society and actively encourage diversity to drive innovation, creativity, success, and good practice. We positively welcome and seek to ensure we achieve diversity in our workforce; and that all job applicants and employees receive equal and fair treatment regardless of their background or personal characteristics. These include: (but are not limited to) socio-economic background, age, race, gender identity, religion, ethnicity, sexual orientation, disability, nationality, veteran, marital or Indigenous status.