
Title: Administration Volunteer

Ref No:

Positions: 1

Reporting to: Operations Coordinator

Contract duration: 6 months

Duty station: Head Office

About Teach For Uganda

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We are an indigenous nonprofit organization that nurtures leaders who advance access to quality education for children in low-income communities in Uganda through a two-year teaching fellowship.

At Teach For Uganda (TFU), we believe that when our children are 25 years old they will have attained the highest level of Education. They will have acquired leadership and entrepreneurial skills that empower them to access and create opportunities, they will persevere in the face of adversity and mobilize communities to solve their own challenges. They will be responsible, honest, empathetic and reliable leaders with a sense of purpose who will inspire the next generation to greatness. We currently operate in 7 districts i.e., Mukono, Bugiri, Namayingo, Buikwe, Mayuge, Namutumba and Kayunga.

Position Overview

The Administration Volunteer will act as the point of contact for all staff, providing administrative support and managing their queries. Main duties include managing the Front Office, office stock, arranging all travel and accommodation needs, preparing regular purchase and payment request and reports. Assist the Operations Coordinator with the preparation of periodic procurement plans and organizing project records. It's a full time position.

Essential Duties, Roles and Responsibilities

Front Desk management 50%

- Provides appropriate information about the Organization and acts as a key first point contact for all inquiries
- Provides appropriate welcome and assistance to TFU visitors.
- Answers telephone calls and transfers calls to the appropriate person.
- Keeps the reception area clean and tidy.
- Maintains a library of appropriate literature for guests use at the reception
- Performs other duties as assigned.
- Takes daily delivery of news papers and distributes them to the designated officer/recipient
- Liaises with the drivers in charge of the mailing function and administrate the weekly courier. Receives and distributes mail accordingly.
- Distributes the newsletters/brochures – within Uganda as necessary.
- Acknowledges receipt of all incoming mails, registers the same and channels to responsible official for action

Office Equipment 15%

- Oversees the use and maintenance of the office equipment including the photocopier, laminating machine to ensure that they are in working order and arrange with the Operations Coordinator for their repair and maintenance
- Manages and monitors utilisation of printing paper by staff.

Administration 35%

- Takes minutes/putting together report on staff meetings, and circulate final copy to all staff, filing copies for reference.
- Manages hotel reservations for TFU staff local travel.
- Receive and record all procurements and disbursements
- Track all items dispatched to ensure that they reach their final destinations and also track the incoming goods throughout the way to Kampala Office to ensure timely delivery
- Monitor Stock level and maintain these at the required level
- Issue stocks on request against official and approved documentation
- Ensure that only authorised staff are given access to stores
- Maintain orderly and up to date documentation and filing system of stores items
- Keep up to date inventory of all requirement and furniture and other assets of TFU, review the same and report on these on quarterly basis
- Make stock variance reports
- Any other duties as will be assigned by the supervisor from time to time

Minimum Education, Experience, Skills and Abilities

- Bachelor's Degree in Business Administration, Procurement and Supply Chain Management, or Stores Management from recognised Institution or any other related field.
- Knowledge of Computer applications like Word, Access and Excel
- Strong organizational skills.
- Ability to successfully work within a team,
- High level of integrity
- Fluent in English, good interpersonal and communication skills
- A minimum of one year hands-on experience in a related field.

TFU Core Values:

We put Children first: We put children at the center of everything we do and we work tirelessly to provide for them meaningful experiences that allow them to realize their fullest potential.

Sense of possibility: We believe that nothing is impossible and we work hard to achieve our goals above and beyond what is expected of us.

Constantly learning: It is only through learning that growth is achieved. We encourage reflection and appreciate feedback as a practice, constantly searching for new knowledge from books, research and articles to deepen our understanding and bring innovation to various aspects of our work.

Humility and respect: We treat each other with dignity and respect, appreciate each other's strengths, perceptions and experiences and acknowledge our own limitations. We value our relationship with communities, leaders, schools and parents and constantly engage them to advance our work of providing an excellent education to all children.

Teamwork: We support and challenge one another, work cooperatively with enthusiasm and appreciation, respect each other's views and make our work environment fun and enjoyable.

Pursuit of Excellence: It takes commitment to deliver quality service and each day we strive to be the best in our work, culture, relationships, and innovations.