Title: Administration Officer

Reporting to: Operations Director

Start date: As soon as possible

Contract duration: 2 years (renewable)

Application deadline: open until position is filled

Position overview

Teach For Uganda is looking for a self-driven, organized, flexible individual with excellent verbal and written communication skills to organize and coordinate administration duties and office procedures. Reporting to the Operations Director, the Administrative Officer will be responsible for creating and maintaining a pleasant work environment, ensuring high levels of organizational effectiveness, ensuring timely and cost effective acquisition of goods and services, communication and safety. S/he will support Teach For Uganda to ultimately ensure smooth running of the office and help to improve organizational procedures and day-to-day operation.

Teach For Uganda

At Teach For Uganda (TFU), we believe that every child in Uganda regardless of their socio-economic background deserves an opportunity of an excellent education. Our mission is to build a movement of diverse and capable leaders who will work to end education inequity in our country. We recruit, train and place top university graduates and young professionals in high need primary schools across Uganda to serve as full-time teachers committed to transforming the education outcomes of less-privileged children through significantly improving their achievements and aspirations in a 2-year teaching fellowship.

Through the highly selective, highly rigorous Fellowship, participants (Fellows) develop critical knowledge and first-hand understanding of the education system in Uganda and the challenges it faces. With intensive training and support from TFU, Fellows help transform the lives of their students while enhancing their own leadership skills. As Alumni of the program (and, over time, their students) will become the next generation of Ugandan leaders in education, business, non-profits, medicine, law, government, journalism and other fields. Informed by their experience, they will work from inside and outside the education system to affect the fundamental changes necessary to ensure quality and equitable education for all children.

Our inaugural cohort of 15 fellows are already working as full-time teachers in 8 government-aided primary schools in Luwero district and our second cohort of 26 fellows is undergoing training in Mayuge.

As a young, non-profit organization working towards an ambitious goal in a challenging environment, we are looking for an exceptional individual who embodies our core values, is self-driven with good problem-solving skills, honest, a multi tasker, creative, detail oriented and has excellent time management skills to add to our dynamic staff and help fulfill our mission.

Performance objectives

Administration (50%)

- Set up and maintain a neat and well indexed organizational filing and storage system.
Creating a movement of leaders to end education inequity in Uganda

Selina Plaza Plot 2745, Suit TB35, Muyenga Tank Hill Road, Kampala, P.O.BOX 21372,Kampala. Tel: 0394890812
www.teachforuganda.org

- Supervise support staff to ensure office area is clean and tidy
- Resolve office-related malfunctions and respond to requests or issues
- Plan in-house or off-site activities, like parties, celebrations and provide logistical support to recruitment events and trainings.
- Manage phone calls and correspondence
- Organize the office layout, maintain the office condition and arrange necessary repairs
- Greet and provide general support to visitors
- Coordinate schedules, appointments and travel bookings for Directors
- Take minutes during staff meetings
- Monitor and maintain office supplies inventory
- Update and maintain databases such as mailing lists, contact lists and staff and fellow information
- Design and implement office policies and procedures
- Perform work related errands as requested such as going to the post office, embassies, bank etc.
- Format information for internal and external communication – memos, emails, fellow stories and reports

Procurement (40%)

- Ensure timely, cost effective procurement of stationery, supplies and equipment
- Manage contract and price negotiations with vendors, service providers and office lease
- Review and approve office supply acquisitions
- Maintain a database of all the pre-qualified service and product suppliers
- Analyzing Projected needs for office supplies
- Identify suppliers for office supplies and equipment
- Design and implement procurement policies and procedures

Reporting (10%)

- Coordinate management systems for feedback within office and from the field.
- Roll out new policy communications and changes
- Provide data entry support to programs

Education and Experience

- Bachelors degree in any relevant field of study
- Proven experience as an Administrative Assistant or Office Assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS office
- Hands on experience with office machines

Key Competencies

- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Teamwork and collaboration
- Negotiation skills
Values and Mindsets

- Strong belief in Teach For Uganda’s vision and mission
- **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’s only through learning that growth is achieved. We encourage reflection and appreciate feedback as a practice, constantly search 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 co-operatively with enthusiasm and appreciation, respect each other’s views and make our work environment fun and enjoyable.

Compensation

- Salary is competitive and commensurate with experience
- Location is Kampala, Uganda
- Open to only Ugandan citizens

How to apply

Please email your resume with 3 professional referees and a one-page cover letter to jobs@teachforuganda.org. Please indicate the position applied for in the subject line of your email. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted.