JOB ADVERT

Rukungiri Women Integrated Development Foundation. (RWIDF) is a Non-Governmental women's organisation based in Rukungiri District Uganda with a mandate to enhance the skills, livelihoods and well-being of women and youth in order to mobilise communities and increase awareness of water, sanitation and hygienic standards, income promotion/credit scheme, reproductive health, food security, education, good governance and human rights advocacy. RWIDF seeks to fill the position of **office Assistant.**

Position: Office Assistant
Reports to: Executive Director
Job Summary: The Office Assistant will provide support for general office operations, including maintaining the office premises clean (including the compound).
Key Duties and Responsibilities:

- Photocopying, typing, binding and filing all in house documents.
- Receive and control incoming communication and answer telephones.
- Delivers and collects documents, supplies and paper work as directed
- Switch off electrical appliances when not in use
- Organizing, maintaining and ensuring safety of the office area and equipment.
- General administrative support including preparing letters, sending out letters and documents, receive and sort mail and deliveries, schedule appointments.
- Organize meetings for the staff team, volunteers, trustees and training perform work related errands as requested
- Receive visitors to the office
- Overall day to day office management.
- And any other duties as may be reasonably assigned

Qualifications, Skills and Experience:

- Diploma or Degree in management, secretariat or equivalent field
- At least one years' experience in office management in a busy environment
- Excellent communication skills
- Ability to work within a team environment
- Computer skills including MS office applications e.g. MS Word
- Internet skills including use of emails, group messaging and data collection Numeracy and literacy skills
- Excellent skills in: work management and prioritizing, verbal and written communication, problem solving ability, paying attention to detail, accuracy, flexibility, reliability and teamwork
- High degree of confidentiality
- Ability to handle multiple tasks simultaneously with prioritization

How to Apply: All Candidates that meet the above criteria and have what it takes to excel in this position should send their Application letters to the **Executive Director** with CVs, Certificates/testimonials and address of three (3) Referees and telephone contacts to **rwidfjobs@outlook.com** **(one attachment not exceeding 4MBs)** not later than **13th/03/2020.**