



## NUDIPU CALL FOR APPLICATIONS FOR ADMINISTRATIVE ASSISTANT

**Job Title:** Administrative Assistant –Livelihood- iSAVE

**Location:** Moyo district

**Relationships:**

**Reports to:** Programme Officer - Livelihood iSAVE

**Other key relationships:**

- ✦ Support: All Programme Managers, Officers & Colleagues within NUDIPU
- ✦ External relations: Beneficiaries/clients, Members, Civil Society/ Private Sector, Development Partners and Government

### **Job Purpose**

To support the implementation of Livelihood /economic empowerment activities in line with NUDIPU's strategy and policies.

### **Job summary**

The jobholder is responsible for the day-to-day direct implementation of field activities as assigned by the Programme Officer in Livelihood/economic empowerment Programme, taking lead in the implementation of isave inclusive livelihood programme activities in the district.

### **Main Tasks and Responsibilities**

#### **1. Programme Planning and development**

1.1 Support in the development of the economic empowerment programme

1.2 Develop periodic work plans for activity implementation and write financial reports.

1.3 Make appropriate arrangements and prepare logistics for meetings, trainings and other activities.

1.4 Collect and share relevant project information and data in accordance with the Programme/project M&E frameworks

1.5 Provide advice and trainings of the Village agents and focal persons on iSAVE



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### **2. Implementation of iSAVE programme activities**

- 2.1 Take lead in the implementation of isave inclusive economic empowerment program activities in the district.
- 2.2 Supervise and appraise district-based staff.
- 2.3 Preside over community sensitization meetings, Support program wide progress and impact assessments.
- 2.4 Carryout technical capacity assessments of the district and establish district unions' specific work plans.
- 2.5 Be an agent to the EE-P bank account and the district union accounting person in regards to the project.
- 2.6 Train community mobilizers / field promoters in the program models.
- 2.7 Manage office petty cash, registry at program events activities
- 2.8 Store and dispatch program supplies and other materials taking precaution of the safety and security of such items and ensuring that all program resources are in a usable condition and are appropriately utilized according to plan.
- 2.9 Network with other organizations in the field of economic empowerment in the district
- 2.10 Provide advice and trainings of the field promoters and focal persons according to agreed schedules and on demand basis
- 2.11 Provide regular technical oversight of the district union in regard to activity planning, implementation and program performance.
- 2.12 Document lessons learnt and success stories to facilitate learning.
- 2.13 Write develop and submit monthly and quarterly progress financial and MIS reports to supervisor

### **3 Other tasks and responsibilities**

- 3.1 Participate in the organisation's key events and represent the organisation in relevant foras.
- 3.2 Provide technical guidance, coaching and mentoring to staff and field promoters.
- 3.3 Support and participate in other programme area activities when required.



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3.4 Ensure that resources under his/her care are properly deployed and utilised.

3.5 Ensure vulnerable people (aged, youth, women & children) participate in NUDIPU activities.

3.6 Undertake all necessary actions to protect and promote the image and brand of NUDIPU

3.7 Carry out own administrative functions including timely filing and the use of word for the production of own correspondences and reports.

#### **In addition to individual respective tasks, all NUDIPU employees are expected:**

- ✦ To adhere to our organizational values and to actively promote their application.
- ✦ To undertake tasks in a creative, self-driven and innovative fashion.
- ✦ To identify and implement new ideas/concepts and additional tasks for the benefit to the organization (whether directly linked to one's job or not).

The attainment of the above will be reflected in the employee's appraisal, as well as the achievement of outputs, as described in above key responsibilities.

### **Qualifications and Specifications**

#### **Education**

Minimum of a Degree in Social sciences, Community Development Business Studies or related field is desired

#### **Technical Skills**

Community development. Livelihood/economic empowerment. Training and research skills. Administrative and coordination skills and motivational skills

#### **Industry experience**

2 years experience in implementing livelihood interventions and community savings schemes.



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### **Personal qualities**

Open to change. Keen sense of ethics, integrity and commitment to NUDIPU's mandate. Able to multitask. Ability to work under pressure. Team player with positive attitude and flexible mind.

### **Communication and Interpersonal skills**

Ability to understand new issues quickly and make wise decisions. Ability to provide effective feedback. Comfortable working in multi-cultural settings. Writing and oral skills. Effective interpersonal skills to work with colleagues, stake holders and donors.

### **How to apply:**

Qualified candidates should submit their applications, copies of academic transcripts and detailed CVs including contact addresses of 3 referees electronically to; [Info@nudipu.org](mailto:Info@nudipu.org) or hand delivered to NUDIPU head office along Bukoto Kisaasi Road. Hard copies can also be sent through the organizational postal address P.O. Box 8567 Kampala addressed to the Human Resource and Administration officer by 14<sup>th</sup> February 2022 before 5:30PM.

**Note:** Qualifying Persons with disabilities are more encouraged to apply, and should specify their type of disability for reasonable accommodation.

**For detailed information, please visit us at website:** [www.nudipu.org/careers](http://www.nudipu.org/careers)