



## JOB DESCRIPTION

National Union of Disabled Persons of Uganda

Job Description

**Job Title: Front Desk/Receptionist Volunteer**

### **Relationships:**

**Reports to: Administrative Assistant**

### **Other key relationships:**

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

### **Job Purpose**

The receptionist volunteer will report to the administrative assistant. He/she will be responsible for providing support for day-to-day administrative requirements, functions, and general office management of the NUDIPU Kampala office.

### **Job summary**

The front desk/receptionist volunteer will be responsible for supporting the administrative activities and making sure the office is tied and well organized, welcoming visitors and directing them where necessary, dispatching office emails and calls as required on a regular basis.

### **Main Tasks and Responsibilities**



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- Coordination of office activities and operations to ensure efficiency and adherence to NUDIPU policies.
- Assist the Administrative Assistant in the management of reception materials, answering client questions, and directing requests to the appropriate staff members.
- Assist with maintaining the reception areas and lobby in a neat and professional manner.
- To support office operations, assist in liaising with office and equipment maintenance service providers.
- Support in filling and scanning of office documents and paperwork
- Ensure office supply purchases and keep a record of the stock.
- Assist in the coordination of office meetings and the taking of detailed minutes as needed.
- Perform any other responsibilities that may be assigned from time to time.

### **Other tasks and responsibilities**

1. Support and participate in other administrative activities when required.
2. Ensure vulnerable people (aged, young, women, and children) participate in NUDIPU activities.
3. Undertake all necessary actions to protect and promote the image and brand of NUDIPU
4. Carry out your own administrative functions, including timely filing and the use of Word for the production of your own correspondence and reports.

### **In addition to their individual responsibilities, NUDIPU employees are expected to:**

- 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 and concepts and additional tasks for the benefit of the organization (whether directly linked to one's job or not).



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### **Person Specifications**

#### **Education**

A Bachelor's Degree or equivalent in business, administration, or a related field is required.

#### **Technical Skills**

- Good interpersonal relationships, demonstrated excellent writing and analytical skills, high levels of computer literacy, excellent organizational skills, attention to detail, critical thinking skills, time management skills, and the ability to work independently.

#### **Industry experience**

- 1 year experience working as front desk receptionist or in administrative position.
- Previous work with an NGO or busy organization

#### **Personal qualities**

Open to change, keen sense of ethics, integrity, and commitment to NUDIPU's mandate. Capable of multitasking to work under pressure. Team player with a positive attitude and a flexible mind.

#### **Communication and interpersonal skills**

The 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, stakeholders, and donors



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### **How to apply:**

Qualified candidates should submit their applications, copies of academic transcripts, and detailed CVs, including the contact addresses of 3 referees, electronically to; [Info@nudipu.org](mailto:Info@nudipu.org) or hand delivered to the 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 February 18<sup>th</sup>, 2022, before 5:30PM**. Only shortlisted candidates will be contacted for interviews.

**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](http://www.nudipu.org).**