



ALLIANCE WATER SOLUTIONS

JOB OPPORTUNITY

JOB DESCRIPTION

1. Position: Program Administrator
Location: Jinja Office
Position report to: Head Finance and Administration
2. Position: Administrative Assistant
Location: Jinja Office
Position report to: Program Administrator

Background

Alliance Water Solutions (AWASO) is a non-profit organization incorporated in the Republic of Uganda. It was founded to Implement, Operate, Maintain and Manage piped water and Sanitation facilities. We compliment, consolidate and enhance the efforts of Communities, Community Based Organizations (CBOs), Non-Governmental Organizations (NGOs) and local government in an integrated and sustainable manner so as to secure and provide safe water of adequate quantity and quality, better hygiene and sanitation facilities for all social and economic needs of the present and future generation, with the full participation of all stakeholders.

Scope of the Position (Program Administrator)

The Program administrator has the overall responsibility for the strategic leadership to achieve organization core values, mission, vision and objectives. S/he will provide administrative support to grow and expand the organization; s/he will manage correspondences, partnerships and create linkages with both government and non government organizations. This position will assist in recruiting, record keeping, reporting, fundraising and day to day support to staff. This position will ensure cross learning and actively lead key phases of on-going programs including project phase out. S/he will be a full time person dynamic, flexible and comfortable with the changing priorities to ensure program sustainability.

Qualifications

- Minimum of a degree in business administration, social sciences or HR
- 2-3 working experience in administration
- A post graduate in project management is an added advantage
- Strong communication skills, with good written and spoken English
- Good planning with organizational skills combined with problem solving capabilities and willing to take initiative
- Able to proactively identify and address issues

- Experience of establishing strong working relationships
- Excellent computer skills particularly M/S and spreadsheets
- Ability to work under minimum supervision
- Ability to work independently, prioritize multiple tasks while working as part of a team

Specific responsibilities

- Provide leadership for the dissemination of AWASO values, mission, vision and objectives and lead, direct and mentor support staff in line with the organizational strategy
- Undertake timely review of the strategic organizational core program areas ensuring continued relevance in the rapidly changing environment
- Develop and strengthen relationships with local organizations, government and networks and maintain good partnerships
- Coordinate the production of timely quality program reports in line with AWASO and Donor requirements
- Provide continuous monitoring and support to staff and existing projects, coordinate program reviews, evaluations, and follow up implementation of evaluations findings in close collaboration with M&E department
- Promote a participatory approach in programming work and create space in the structure for staff participation and involvement in decision making
- Coordinate program annual planning, participate in fundraising and budgeting as per organizational guidelines
- Assist in staff recruitment exercise by posting positions, receiving applications, scheduling interviews and communicating to applicants
- Maintain and organize updated employee files physically and electronically
- Support staff special events as needed and conduct new employee orientation
- Perform other duties as assigned by the supervisor to enhance the mission and vision of AWASO

Scope of the Position (Administrative Assistant)

The administrative assistant

This position requires a person who demonstrates professional competence and mastery of the subject matter, s/he is conscientious and efficient in meeting commitments, observing deadlines and achieving results, s/he is motivated by professional rather than personal concerns, shows persistence when faced with difficulties or problems and remains calm in stressful situations, s/he solicits input by genuinely valuing others ideas and expertise, identifies priority activities and assignments, adjusts and uses time efficiently

Qualifications

- Diploma in secretarial studies, Business administration and Development studies
- A minimum of 1year working experience in public place and front desk
- Experience with NGO work is an added advantage
- Fluent in English, luganda and lusoga
- Excellent computer skills particularly M/S
- Interpersonal skill

- Ability to work under minimum supervision

Responsibilities

- Cause for and receive field reports
- Document and share reports including photos
- Recording and filing of minutes
- Manage office communication
- Organize meeting for staff
- Manage office cleanness and staff welfare
- Receive visitors and head front desk
- Handle documentation and filing including organizational office assets
- Demonstrate ability to work in a team working environment
- Committed to the Mission, Vision and Values of AWASO
- Ability to work under pressure
- Any other duties assigned by the supervisor

How to apply:

Interested applicants should submit an application letter and Curriculum Vitae, copies of academic documents and contact details of two referees. Send to: **uganda@alliancewatersolutions.org/alliancewatersolutions@gmail.com**

Hand delivered applications can also be sent to our Jinja offices. Please indicate the position you have applied for on top of the parcel addressed to:

**Director Finance and Administration
Alliance Water Solutions
Plot 9/11 Jinja Main Street
Nathawin Chambers**

+256 (0) 414 67 11 45

Deadline for receiving applications is Friday 10th AUGUST 2018 at 2:00PM

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.