



Plot 12, Lubas Road Jinja Central East Ward, Jinja Southern Division, Jinja City, P.O BOX 901049 Jinja – Uganda  
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Email: [alliancewatersolutions@gmail.com](mailto:alliancewatersolutions@gmail.com)  
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**Job Title:** Office Assistant

**Location:** Lubas Road Plot 12, Jinja Central East Ward, Jinja Southern Division, Jinja City, P.O BOX 901049 Jinja –Uganda

**Contract Period:** 6 Months but it can be renewed, if successful undertakes the six months.

**About Our Company:** Alliance Water Solutions (AWASO) is a Registered Ugandan Water, Sanitation and Hygiene (WASH) Company founded in 2014 in Jinja. AWASO was established with the main objective of providing market-based solutions in the sectors of Water and Sanitation (specifically in water development and latrine construction, waste management and health education). At Alliance Water Solutions, we believe in fostering an inclusive, supportive, and innovative environment where everyone can thrive. We're proud to offer a workplace that values collaboration, creativity, and growth. Our Office Assistant is vital to our success, keeping operations smooth and ensuring our teams have what they need to excel. Join a company that values your skills and prioritizes your well-being and professional development.

#### **Job Description:**

We're looking for a highly organized and proactive Office Assistant to help us manage the daily operations of our office located at Lubas Road Plot 12, Jinja Central East Ward, Jinja Southern Division, Jinja City. In this role, you will serve as the backbone of our team, coordinating administrative activities, streamlining workflows, and creating an inviting, efficient workspace. If you're someone who thrives in a dynamic setting and takes pride in fostering a positive and inclusive atmosphere, we would love to hear from you.

#### **Job Responsibilities and Tasks:**

- a) Oversee and coordinate office operations, ensuring regularly that the AWASO Office is kept clean and tidy
- b) Welcoming and attending to office visitors, customers and partners.
- c) Develop and maintain accurate records, including invoices, contracts, and employee documentation.
- d) Support Finance Manger by receiving cheques from various customers/clients and banking them
- e) Create and update databases and records.
- f) Liese with the Finance Manager to ensure timely submission of tax obligations to Uganda Revenue Authority (URA) and National Social Security Fund (NSSF) and any other related authorities.
- g) Develop monthly reports, submit them and make presentations as needed
- h) Manage emails, letters, packages, phone calls and other forms of correspondence
- i) Track and replace office supplies as necessary to avoid interruptions in standard front office procedures
- j) Taking notes at meetings and organizing internal and external events
- k) Organize schedules, team meetings, and events, both in-office and virtually.
- l) Work with IT department by regularly updating the Company website and social media platforms
- m) Support Company Field Teams in developing route charts
- n) Undertake any other related functions geared at the success of AWASO and her partners.

**Skills and Qualifications:**

- a. Exceptional organizational skills and the ability to manage multiple priorities effectively.
- b. Proven experience in office administration, executive assistance, or related roles.
- c. Excellent verbal and written communication skills to foster collaboration in a hybrid environment.
- d. A proactive mindset with a strong focus on inclusivity and creating a positive team culture.
- e. Ability to adapt to changing priorities while maintaining attention to detail.
- f. Skills in Computer applications like Microsoft packages, internet and social-media platforms.
- g. A Diploma in Business Administration or Management or equivalent is required; A Bachelors in a related field will be an added advantage.

**Application Information:**

If you're interested, apply now to become part of our dynamic team by submitting your application, including your CV **only** by e-mail to [alliancewatersolutions@gmail.com](mailto:alliancewatersolutions@gmail.com) by Wednesday 19<sup>th</sup>, February, 2025 by close of business, 05:00PM.

- \*Only shortlisted candidates will be contacted for interview.
- \* Late submissions will not be given any consideration.
- \* No phone call to lobby please.