

CONTACT PERSON	EMAIL	PHONE	DATE
Eunice Acen	e.acen@centreforchildren.be	039 322 49 28	22.07.2020

Job offer: Office Attendant (full-time contract, fixed term)

Job description, tasks and responsibilities

TYPE OF CONTRACT	<ul style="list-style-type: none"> • Full-time employee contract • Fixed term from August 1, 2020, to March 31, 2021
DUTY STATION	CCVS-Uganda office, Lira
REPORTS TO/ SUPERVISED BY	Project Officer
WORK DIVISION	<ul style="list-style-type: none"> • 7/10 Indirectly supporting the team • 2/10 Supportive role in programme activities • 1/10 Team meetings
TASKS & RESPONSABILITIES	<ul style="list-style-type: none"> • <i>Indirectly supporting the team:</i> <ul style="list-style-type: none"> ○ Opening, closing and cleaning the office and its equipment ○ Preparing the staff meals during working days in a timely manner ○ Welcoming and assisting clients and visitors to the centre ○ Informing management in case of absence ○ Retaining strict confidentiality regarding all information of the organisation and its clients outside a professional context and centre • <i>Supportive role in programme activities:</i> <ul style="list-style-type: none"> ○ Gathering files ○ Supporting with photocopying administrative documents ○ Conducting all the activities of CCVS-Uganda in consent with the management • <i>Team meetings:</i> <ul style="list-style-type: none"> ○ Preparing topics to be discussed during team meetings ○ Attending and participating in the weekly team meeting on Monday morning or spontaneous team meetings throughout the week • <i>Overall responsibilities:</i> <ul style="list-style-type: none"> ○ Providing accountability promptly to the Project Officer and giving updates on shortages in the kitchen ○ Liaising with staff in charge of welfare to harmonize gaps

	<ul style="list-style-type: none"> ○ Being at any time (in and out of the office, and on and off duty) a good representative of CCVS-Uganda and the values it stands for to ensure the good image and reputation of CCVS-Uganda ○ Open, fair and respectful communication to all staff members ○ Being transparent, responsible and open in the financial duties assigned to you by the Project Officer ○ Taking good care of the property of the Organisation ○ Respecting work time schedules ○ Running necessary office errands ○ Any other duties assigned by a competent officer(s)
--	---

Qualifications

- A minimum of Ordinary Level Certificate
- A certificate in catering is an added advantage
- Experience in tidying and organizing office spaces
- Experience in cooking meals for companies, organizations or hotels
- Basic knowledge of Word and Excel
- Good spoken and written English
- Good interpersonal skills
- Being collaborative, ethical, transparent, responsible, flexible and open

What we offer

- Full-time employee contract from August 1, 2020 to March 31, 2021, with possible extension based on available funding and positive staff appraisal
- Gross monthly salary of UGX 620,000
- 10% employer NSSF contribution
- UAP health insurance (including psychotherapeutic support services) and Sanlam personal and group accident cover
- Breakfast and lunch during working days
- Dynamic team environment

How to apply

All persons are encouraged to apply for this job offer irrespective of sex, ethnic group, religion, political orientation or other orientations and beliefs.

Send your CV and motivation letter to Eunice Acen (e.acen@centreforchildren.be) **before the 31st of July, 2020.**