

Job Opportunity (Administration Assistant)

*Nature*Uganda is the operational name of the East Africa Natural History Society, the oldest conservation NGO in East Africa. It was set up in 1909 as a scientific organization with the aim of documenting the diversity of wildlife in East Africa. The mission of *Nature*Uganda is to promote the understanding, appreciation and conservation of nature in Uganda. *Nature*Uganda is a membership organization and has a dynamic programme of events as a means of servicing the membership and promoting appreciation of nature.

Overall purpose of the job

To support smooth office operations at NU at all times in accordance with the requirements of the management at our Kampala Office station.

Main duties

1. Manage and administer the front office

- Receive in and outgoing calls
- Attend to visitors and members and fix appointments where required
- Receive and distribute in/ out going correspondences and documents
- Ensure clean, corporate and orderly office premises at all times

Provide Secretarial support

- Ensure documents are properly filed for easy storage and retrieval
- Assist in photocopying & binding relevant reports
- Ensure proper documentation and use of all equipment such as phones, photocopiers through keeping daily use-records.
- Assist in distribution of NU publications as well as those received by NU from strategic partners
- Assist in recording of research field data from regular surveys
- Support preparation of staff meetings

2. Administrative duties

- Offer secretarial support in the day to day running of Technical Officers
- Ensure that office consumables like teas, waters and other supplies are in place and well managed
- Assist in harmonising communication between NU branches, field offices and the main secretariat Office in Kampala
- Ensure proper records of all NU materials and equipment borrowed out are kept at all times

3. Other duties

- Produce regular reports on all activities undertaken
- Liaise with NU administration on day to day operations
- Assist in stock taking to ensure a regular stock of office supplies and consumables

Other duties

To participate in the other activities of *Nature*Uganda as may be required by management

Qualifications

- Degree/Other equivalent qualifications and demonstrable interest in wildlife, environment or general nature conservation
- Highly disciplined with high degree of moral integrity
- Good interpersonal skills
- Computer literacy in applications like MS Word, PowerPoint and internet systems
- Good command of English and general communications skills

How you can apply

Qualified candidates should send their CV and other relevant documents to:

The Executive Director <i>Nature</i> Uganda, P.O. Box 27034 Kampala Email: nature@natureuganda.org

Closing date for applications is 27th January 2018. Applicants who will not have received communication 2 days after the closing date should consider their applications unsuccessful.

This advert can be found on *Nature*Uganda Web site page; www.natureuganda.org