



## **Job Description**

**Job Title:** Administrative Assistant– SAYE

**Department:** Finance and Administration

**Reports to:** Project Manager

**Work Location:** Uganda-Kampala/Jinja

### **About the Federation of Small and Medium-Sized Enterprises-Uganda**

The Federation of Small and Medium Enterprises-Uganda (FSME) is the umbrella body for Micro, Small and Medium Enterprises in Uganda that plays a pivotal role in creating a robust and conducive business environment for small and medium businesses in Uganda. It is a not-for-profit membership association, registered as a company limited by guarantee. The Mission of the FSME is to equip MSMEs for success and growth, by ensuring that there is a conducive environment for business and access to quality business development services. The strategic priorities of FSME for the period 2020-2025 are: to build a healthy entrepreneurial ecosystem and advocate for a conducive business environment for the growth of MSMEs, to increase the competitiveness of MSMEs in Uganda by addressing constraints in financing, entrepreneurship, technical skills, value chains and access to markets, to support the post COVID-19 recovery and resilience of MSMEs through digital transformation and to promote the inclusion of women, youth and other marginalized groups in the association's programs and structures

### **About the SAYE Project:**

The Federation for Small & Medium Enterprises (FSME) is part of a consortium implementing a 5-year project led by Heifer Project International in partnership with Master card Foundation under its program the Young Africa Works. The project seeks to improve socio-economic wellbeing and resilience of young people in the Busoga sub-region by 2029. The project will focus on four intervention areas; skills development, equitable access to markets, innovative and inclusive finance and creating an enabling environment to realize desired outcomes. The project target is to reach 250,000 young

people between 16-35 years (70% females and 3% youth with disabilities). FSME will deliver on two major outcomes: Increased growth of youth-led agriculture and service-based enterprises; and Increased participation of youth in decision making, resource allocation, and utilization focusing on two intervention areas: Access to Market and the Enabling Environment to realize the desired outcomes. The consortium is composed of Heifer Project International, The Consortium for Enhancing University responsiveness to Agribusiness Development Limited (CURAD), The Federation for Small & Medium Enterprises (FSME) Financial Sector Deepening Uganda (FSDU) and ASIGMA group.

**Job Summary:**

The Administrative Assistant, will be responsible for overseeing the general administrative aspects of the project office including managing the day-to- day operations of the office by undertaking tasks such as managing the calendar of the Project Manager, preparing documents for meetings, scheduling and taking minutes for meetings. She/ He will be responsible for asset, facility, service contracts and fleet management. She/ He will develop and implement procedures which promote administrative discipline to meet organizational goals as well as maintaining strong resources management controls as they relate to the project.

| <b>Roles and Key Responsibilities:</b>   | <b>Deliverables</b>                 |
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| <p><b>Front Office Management:</b></p> <ul style="list-style-type: none"> <li>• Maintain the reception area in a clean and tidy manner, attend to walk in visitors and notify pertinent members of staff.</li> <li>• Attend to project visitors, incoming communications (telephone calls, letters, email etc.) and ensuring they reliably passed on to the appropriate person(s).</li> <li>• Maintain visitor’s registry book and direct visitors to the respective offices</li> <li>• Provide requested information, take messages or re-direct inquiries to appropriate offices.</li> <li>• Keep a databank of contact addresses of all associates (partners, stakeholders, donors,) the project</li> </ul> | <p>Front office is well managed</p> |

- File and keep up to date records of correspondences
- Maintain a consistent stock of organizational brochures and other project IEC materials and a routine form for distribution

**Human Resource Support:**

- Assists in the orientation of new staff, interns, visitors, and consultants by providing them with the necessary documents and materials for orientation.

**Administration Support:**

- Contribute and support project related utility management and reporting including but not limited to subscriptions (email, internet), office supplies, photocopier, and other machinery services.
- Support compilation, submission and tracking of requisitions for monthly data, staff supplies, payment requests and other logistical requirements.
- Provide secretarial assistance while also ensuring appropriate use of project administration templates /forms are replenished and updated.
- Contribute to maintenance and regular updates of the asset listings.
- Assist in preparing the project procurement plans, requisitions and updates on receipt of goods and services.

**Project Events Management:**

- Support administrative arrangements for the project events, meetings, workshops
  - Assist in organizing staff training sessions, workshops and activities

New staff, interns, visitors and consultants are well oriented

Project Events are well organized

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| <p>that take place in different field locations</p> <ul style="list-style-type: none"> <li>• Support staff to follow up logistical arrangements, bookings for conferences, venue, accommodation, and other logistical supplies for events.</li> <li>• Support to coordinate for staff accommodation.</li> <li>• Provide timely and proper set-up and logistical preparation of conference rooms or venues for various meetings.</li> </ul> <p><b>Travels (in-Country)</b></p> <ul style="list-style-type: none"> <li>• Support scheduling and preparation of weekly travel calendars and staff movement updates to/from the field and other events</li> <li>• Maintains and regularly updates travel plans for staff.</li> </ul> <p><b>Administrative information:</b></p> <ul style="list-style-type: none"> <li>• Support in arranging project team appointments and maintaining mailing lists, directory, activity calendar and facilitate follow up on deadlines.</li> </ul> <p><b>Stores management:</b></p> <ul style="list-style-type: none"> <li>• Provide support in carrying out and developing where necessary, administrative systems, logistics and records management.</li> <li>• Ensure good maintenance of assets and equipment records.</li> <li>• Maintain and keep tidy and clean conditions of office environment, furniture and machines.</li> </ul> | <p>Internal travels are well scheduled and organized</p> <p>Administrative information is well managed</p> <p>Project stores are well managed.</p> |
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### **Knowledge, Skills, and Abilities**

- Commitment to uphold FSME standards, policies, and procedures, and willingness to comply with HPI and MCF guidelines.
- Strong written and verbal communication skills in English required.
- Proficiency in the use of Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook.
- Excellent organizational and time management skills,
- Strong problem-solving skills
- Knowledge of the MSME sector and its context
- Ability to work with sensitive information and maintain confidentiality.

### **Required qualifications.**

- University degree in Business Administration, Office Management, Secretarial Studies, or related area of study
- At least 3 years' relevant work experiences, with administrative tasks
- Strong oral and written communication skills
- Strong organizational, interpersonal skills
- Work experience in administrative support of a development program/project is an advantage.
- Demonstrated ability to work in teams, solve problems, prioritize workloads, meet deadlines, and work well under pressure is highly desired.
- Fluency in English is required
- Excellent computer skills including MS Word, Excel, PowerPoint, and Outlook
- Must be able to work independently while being a strong team player.

**NOTE:** The Mastercard Foundation adheres to the highest standards of care related to its programs, those involved in carrying out its mission, and the millions of young people it supports in accessing dignified and fulfilling work. The Foundation has a zero-tolerance policy for all forms of misconduct and takes seriously its responsibility to improve the safety and well-being of the young people who participate in its programs. This duty of care is shared by the Foundation's partners. As such, during recruitment of staff for Foundation supported programs, all necessary mechanisms are put in place to ascertain that candidates under consideration share our commitment to safeguarding.

### **Application Procedure:**

All suitably qualifying, and interested candidates are encouraged to apply following these instructions:

Email a cover letter, CV, scanned academic documents and national identity card only to [humanresource@fsmeuganda.info](mailto:humanresource@fsmeuganda.info) by February 7<sup>th</sup>, 2024, at 5:00pm. Application documents including scans of documents that exceed 5MB will lead to rejection of your application. In addition, indicate three names, telephone contacts and e-mail addresses of professional referees. Furthermore, request at least two of the referees to separately send sealed confidential reference letters attesting to the applicant's competences for the job applied for before the closing of the advert.

In the subject line of the email, copy and paste – ADMINISTRATIVE ASSISTANT-SAYE only. All applications that do not contain this exact subject line will not be considered.

**ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED.**