

Job Title: Administrative Assistant

Location: Njeru, Buikwe District, Uganda

Reports To: CEO, Daughters of Eve Foundation Uganda

Job Type: Full-time

Deadline: January 30th, 2025

Daughters of Eve Foundation Uganda:

Daughters of Eve Foundation Uganda is a Christian nonprofit organization committed to advancing the rights and well-being of women and girls in Uganda. Through advocacy, empowerment, education, and capacity-building, we strive to create a society where women and girls can live free from violence and discrimination, enjoying equal opportunities in all spheres of life. Our mission is rooted in Christian values, and we are dedicated to transforming lives through faith-based solutions.

Job Overview:

The Administrative Assistant will provide critical administrative support to the CEO and ensure the efficient functioning of the office in Njeru, Buikwe District. The ideal candidate should have at least 10 years of experience in administrative roles, be proficient in IT, and possess a deep understanding of women's and girls' rights. They must also be a born-again Christian, with a personal commitment to faith and values consistent with the organization's mission. The position requires someone who is adaptable, skilled in high-pressure environments, and able to perform a variety of administrative duties with attention to detail.

Key Responsibilities:

1. Office Administration:

- Provide administrative support to the CEO and other team members.
- Organize and maintain office filing systems and ensure documents are properly stored and easily accessible.
- Schedule meetings, prepare agendas, and take minutes for key meetings.
- Manage office supplies and procure necessary materials as needed.
- Handle incoming communications (emails, calls) and direct them to relevant individuals.
- Keep the office reception area neat and welcoming.

2. Client and Visitor Relations:

- Greet visitors and clients, assisting them as needed.
- Coordinate the CEO's schedule, including setting up and confirming appointments.

- Arrange travel and accommodation for staff and visitors when required.
- 3. **Website and Social Media Management:**
 - Regularly update and maintain the Daughters of Eve website on the Wix platform.
 - Create and schedule engaging content for the organization's social media pages (Facebook, Twitter, Instagram) to enhance visibility and promote initiatives.
 - Monitor and respond to interactions on social media platforms to engage followers effectively.
- 4. **Interpretation and Communication Support:**
 - Provide **real-time interpretation** during meetings, events, church services, and conferences for the CEO, facilitating communication between English and Luganda speakers.
 - Ensure clear, accurate interpretation that aligns with the organization's message and mission during various events.
 - Serve as a bridge between local communities and the CEO during field visits, community engagements, and other public interactions.
- 5. **Assist with Grant Writing:**
 - Assist in identifying funding opportunities and researching potential donors.
 - Collaborate with the CEO and other team members to prepare grant proposals and applications.
 - Ensure that proposals align with the organization's mission, goals, and programmatic priorities.
 - Help track and report on the progress of grant-funded projects and assist with any required documentation or reporting for donors.
- 6. **Support on Women and Girls' Rights:**
 - Stay informed about issues related to the rights of women and girls in Uganda and globally.
 - Assist in the creation of reports, proposals, and advocacy materials for campaigns and projects.
- 7. **General Administrative Support:**
 - Perform other administrative tasks as required by the CEO and other team members.
 - Assist in organizing and coordinating events, workshops, and conferences as needed.

Key Requirements:

- **Experience:** At least 10 years of experience in an administrative role, preferably in a nonprofit or faith-based organization.

- **Education:** A relevant degree or diploma in office administration, communications, social sciences, or a related field.
- **Skills:**
 - **Language:** Excellent written and spoken English; fluency in Luganda with the ability to interpret in real-time during meetings, events, and services.
 - **IT Skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint); experience in managing websites on the Wix platform; social media content creation and management.
 - Strong organizational and multitasking skills with a keen attention to detail.
 - Ability to thrive in a fast-paced, high-pressure office environment.
 - Excellent interpersonal and communication skills, with the ability to work effectively both independently and as part of a team.
- **Knowledge:**
 - A solid understanding of women and girls' rights issues, including gender-based violence, education, and empowerment.
 - Familiarity with social media trends and digital communication strategies.
 - Basic knowledge of grant writing, fundraising, and donor relations.
- **Personal Requirements:**
 - **Born-again Christian:** A candidate must be a born-again Christian, actively living out their faith, and willing to align with the values and mission of Daughters of Eve Foundation Uganda.
 - **Pastoral Reference:** The candidate must provide a pastoral reference from their church, affirming their faith and character.
 - **Age Requirement:** Must be a woman over 35 years of age.

Personal Attributes:

- Proactive and self-motivated with a strong desire to contribute to social change and empowerment.
- Trustworthy and discreet, particularly when dealing with confidential information.
- A positive attitude and commitment to living out Christian values in the workplace.

Application Process:

Interested candidates should submit the following:

- A detailed CV

- A cover letter outlining their qualifications and suitability for the role
- Copies of relevant academic and professional certificates
- A pastoral reference

Please send applications to admin@doefu.com with the subject line: "Administrative Assistant Application – [Your Name]". The deadline for applications is January 30th, 2025