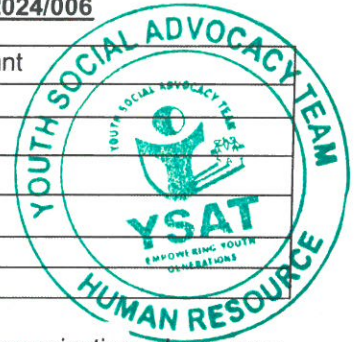


YSAT JOB ADVERTISEMENT REF: YSAT/UG/AD/CFA/2024/006

Job Title:	Administration and Human Resource Assistant
Duty Station:	Adjumani Field Office - Pakelle
Reports to:	Human Resource Officer
Opening & Closing Date:	23 rd August to 10 th Sept 2024
Employment Category:	Regular (Full – Time)
Expected Start Date:	As Soon as Possible
Contract Duration:	24 Months (Possible Extension)



YSAT - Youth Social Advocacy Team is a refugee youth-led non-profit organisation whose core mandate is to **support conflict affected youth** by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts to promote peace and self reliance for refugees and vulnerable host communities in Uganda using our own experiences as refugees.

YSAT has been legally registered to operate in Uganda with National Bureau for Non - Governmental Organizations Reg. **No.4743** as a regional NGO with thematic focus areas in: Community Based Protection, Food Security and Livelihoods, Education in Emergency, Environment & Energy, Evidence-based research and Advocacy spread across the districts of; Terego (Imvepi), Madi-Okollo (Rhinocamp), Adjumani with HQ based in West Nile, P.O. Box 661 Arua, Uganda.

Purpose

YSAT is seeking a competent **Administration and Human Resource Assistant** for the Uganda Refugee Resilience Initiative (**URRI**), a 4.5-year project with funding from the Royal Danish Embassy to enhance climate resilience of women, men and youth in refugee and host communities and promote inclusive, cohesive, and environmentally sustainable development in refugee-affected areas in line with local priorities. **URRI** project will be implemented in Adjumani, Lamwo and Kyegegwa districts targeting both host communities 65% and refugees 35%. The project will be implemented in a Consortium led by Save the Children, World Vision Uganda, AVSI Foundation, Youth Social Advocacy Team (**YSAT**), Kabarole Research Centre (KRC), Uganda Network on Law Ethics and HIV/AIDS (UGANET) and Response Innovation Lab (U-RIL).

The project has 3 outcome areas: (i) Enhanced climate adaptation and resilience for women, men and youth in refugee and host communities through inclusive climate-smart agriculture, (ii) Sustainable management of the environment in refugee-affected areas through inclusive interventions leading to enhanced conservation of natural resources, biodiversity, ecosystem services, and productivity, and (iii) Enhanced gender equality and women's empowerment and rights among refugees and host communities in relation to agriculture, climate change adaptation and sustainable management of the environment. The **Administration and Human Resource Assistant** will provide professional administrative and HR support to Adjumani field office under the leadership of the HR & Admin Officer. The Admin/HR Assistant will provide administrative/HR support for the effective implementation of activities in Adjumani Field Office undertaking other support duties including, but not limited to cover for front desk, arranging travel and meetings/workshops for Adjumani Field office.

Roles and Responsibilities

General Administration:

- Co-ordinate and monitor usage of all office equipment & supplies by ensuring that the equipment in the office are in good working condition and promptly reporting any malfunctions/repairs needed/changes to be made as they arise, and supplies replenished promptly.
- Maintain general office equipment tracker: regularly evaluate and request for repairs/replacement as and when required.
- Ensure that the front desk/reception is always kept tidy and presentable with all necessary materials (Pen, paper, visitors form etc.)
- Coordinate Field office team members to ensure that external guests are promptly attended to. Avoid prolonged stay of guest at the reception.



- Receive YSAT staff and consortium partners visiting the Adjumani Field office and provide workspaces and relevant supplies as maybe required.
- Event planning and coordination – support program staff during workshops and events (local, internal and external – e.g., booking venue/room, setting up conference calls e.t.c and ensuring action points are shared in good time.
- Disseminate formal communications to staff as directed by HR&A Officer
- Ensure that meeting rooms for receiving guest and staff are kept clean and usage managed.
- Take minutes of the weekly staff meeting for Adjumani Field Office
- Prepare meeting agendas, track actions and key dates in consultation with Line manager
- Carry out the filing of relevant office materials and staff documents.
- Supervises Office cleaners/cooks/security guards to ensure office premises/guest houses and environment are clean, safe and well maintained.
- Ensure required cleaning items and toiletries are always available.
- Ensure the Adjumani Field Office is well equipped, has sufficient levels of supplies (consumables, stationery & equipment etc).
- Ensure compliance with YSAT Code of Conduct Standards, and HR Policy guidelines
- Assist in the purchase of small sundry office supplies from Petty Cash for the office at large, and process invoices and expense claims as required.
- Ensure the staff movement board is well maintained and up to date.

Human Resources:

- Assist with day-to-day operations of HR functions and for Adjumani Field Office
- Support in maintaining and updating personnel filing system in both soft and hard for HR/Admin department
- Assist the HR&A Officer with conducting recruitment for field staff
- Follow-up with HR&A Officer on recruitment documents
- Responsible for maintaining all recruitment documentation in line with YSAT HR Policy guideline
- Track probation and prepare confirmation letters in a timely mannager.
- Ensure compliance with all relevant YSAT policies, procedures, safeguarding, code of conduct, SEA, fraud, equal opportunities and other relevant policies
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes.
- Support with employee requests regarding HR issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (absences, advances, bonus, leaves, etc.).
- Communicate with public service departments when necessary.
- Properly handle complaints and support HR&A Officer in grievance procedures.
- Support HR&A Officer in conducting initial orientation process for newly hired employees
- Manages the Admin Department's Petty cash:
- Ensure constant availability of petty cash according to YSAT finance policy.
- Ensure claiming of unapproved petty cash is not encouraged

Manage the gift register.

- Travel Arrangement:
- Support in coordinating requests from programme team members/visiting staff for local travel and hotel booking.
- Liaise with the required hotel facilities to find the best options available and ensure value for money.
- Ensure that consultants, vendors and service providers invoices are promptly processed and paid in a timely manner in accordance with YSAT payment terms and Travel & perdiems policy for YSAT

Other responsibilities:

- Carry out other duties in addition to, or instead of those outlined above which may reasonably be required from time to time, to assist HR & Admin Officer and Supply Chain department by providing cover when any of the colleagues are on leave or because of increased level of Field Office activities.

Requirements/Qualifications:

- At least 3 years of proven experience as an HR assistant, staff assistant or relevant human resources/administrative position.
- Fast computer typing skills (MS Office, excel in particular).
- Hands-on experience with an HR software, like HRIS or HRMS.
- Basic knowledge of labor laws.
- Excellent organizational skills, with an ability to prioritize important projects.
- Strong phone, email and in-person communication skills.
- Bachelor's degree in human resources or related field.
- Exceptional attention to detail.
- Strong organizational and time management skills.
- Ability to work in a fast-paced, deadline-driven environment.
- Collaborative team player with the ability to also work independently.
- Excellent problem-solving skills.
- Stress & Time management skills.
- Ability to work as part of team across different cultures.



APPLICATION PROCESS:

Submit a soft copy of your application, an updated curriculum vitae/resume, Recommendation letters from 3 professional referees and copies of your academic documents **ELECTRONICALLY** to the Human Resource Office via: hr@youthsat.org | admin@youthsat.org OR, drop **Hard copy of applications** and CVs/Resume to **World Vision Office in Adjumani Town, OPM** (Pakelle town).

Deadline for receiving applications is 10th of Sept 2024 at 05:00PM (EAT)

YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background or political affiliation. This position is open to both **Refugees** and **Ugandan Nationals** who have competency and working experiences in Project management.

Qualified female candidates, Persons living with different abilities are STRONGLY encouraged to apply and will be highly PRIORITIZED! YSAT is committed to **Zero Tolerance** for **Fraud, Corruption & ALL forms of Exploitation** while providing Humanitarian Services, **NO** Applicant should be required to pay for our services including application for this job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org | **Call 0776443727 to report.**

Please note:

1. *Only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.*
2. ***Due to the urgency in filling the position, applications may be reviewed and processed before the deadline and Interview will be conducted on rolling basis.***
3. *Submitted hard copies of academic documents will NOT be returned to the applicant after reviewing them.*
4. Please note that, incomplete applications **will not be considered** for shortlisting.
5. A recommendation letter from LC /RWC bearing stamp and signature will be an added advantage.