

JOB TITLE: ADMIN ASSISTANTS (2)

Programme/Department: Finance & Admin		Location: Rhino Camp, Adjumani	Open Date: 23 May 2025
		Reports To: Finance & Admin Officer	End Date: 6 th June 2025
Grade: Y 8	Expected Start Date: As Soon As Possible	Contract Length: 12 Months With Possibility Of Extension Staff Reporting To This Role: Cleaners, Security Guards	

SAFEGUARDING:

YSAT is committed to **Zero Tolerance** for **Fraud, Sexual Exploitation and Abuse (SEA), Child abuse** while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to:
complaintsfeedback@youthsat.org

Youth Social Advocacy Team (YSAT) is a refugee-led non-profit, non-governmental Organization whose core mandate is supporting conflict affected youth by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts for refugees and vulnerable host communities in displaced settings.

YSAT is legally registered to operate in Uganda with the National Bureau for Non -Governmental Organizations Reg. **MIA/NB/2020/10/4213** as a Regional NGO. YSAT works in 5 refugee settlements in West Nile implementing projects in Protection, Food Security and Livelihoods, Education, Environment & Energy, Evidence -based research and Advocacy .

ROLE PURPOSE:

Under the director supervision of Finance and Admin Officer, the Office Admin Assistant completes clerical and administrative tasks. S/he will welcome, direct and interact with Visitors, coordinate office meetings and appointments, maintain staff welfare and other clerical duties

WORKING ENVIRONMENT:

YSAT works in remote refugee hosting areas in Uganda with 3 field offices, 5 refugee settlements, approximately 58 staff and annual budget of 1.5 million USD / anum. The staff will be based in Rhino Camp and Pakelle during working days returning to town on Fridays where applicable.

Duties and Responsibilities

- Coordinate meetings and appointments throughout the various offices and between
- employees with clients to ensure efficiency and maintain compliance
- Manage Agendas, meeting room schedules, travel plans and appointments for upper
- management
- Manage emails, letters, packages, phone calls and other forms of office
- correspondences
- Support bookkeeping and budgeting procedures for the organization i.e. tracking
- invoices and all requisitions to ensure all books are upto date
- Create and update records for financial, personnel and other data relevant for
- reporting e.g payroll, timesheets and Salary requisitions
- Make purchase/requisitions for office supplies like furniture, utilities, consumables,
- and other necessary equipment that facilitates office running

- Track and replace office supplies as necessary to avoid interruptions in standard
- front office procedures
- Prepare reports and present proposals for administrative needs and present as
- needed
- Assist Teams whenever there is an opportunity to do so
- Hand any other assignment as shall be deemed fit to your office

Desired qualifications

- At least a diploma/A, 0 level certificate or equivalent
- Knowledge of local languages Arabic, Lugbara/Madi,
- Fluent in English
- Proactiveness
- Attention to details
- Punctuality

APPLICATION PROCESS:

Submit your soft copy application, an updated Curriculum Vitae/Resume with copies of your academic documents **ELECTRONICALLY** to **Head of HR – People & Culture** hr@youthsat.org copying youthsat2017@gmail.com Hard copy applications and CVs/Resume can also be delivered from **Monday – Thursday from 10 AM - 4P** to; Rhino Camp Head Office – Ocea, Adjumani Field Office in Pakelle or Imvepi Field Office – Base Camp **Deadline for receiving applications 30th Day of May 2025 at 4:00 PM 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 and preferably those with experience working in Ugandan context. **Qualified female candidates are a High Priority!**

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children, Youth and vulnerable adults from all forms of abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

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**
3. Submitted copies of academic documents will **NOT** be returned to the applicant after review

JD written by: Finance Manager

Date: 20th May 2025

JD agreed by: Director of Programs

Date: 21st May 2025

JD Approved by: Executive Director

Date: 23rd May 2025

Humanitarian Services are Free!