

JOB TITLE: SENIOR EXECUTIVE SUPPORT ASSISTANT (1)

Department: Management		Location: Rhino Camp, YSAT HQ Reports To: Executive Director	Open Date: 23 May 2025 End Date: 6 th June 2025
GRADE :Y 5	Expected Start Date: As Soon As Possible	Contract Length: 12 Months With Possibility Of Extension Staff Reporting To This Role: None	

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:
The Senior Executive Support Assistant is a dynamic position that requires strong attention to detail, a great sense of initiative for accomplishing work that needs to be done, and the ability to manage multiple deadlines in many different areas.

WORKING ENVIRONMENT:
YSAT works in remote refugee hosting areas in Uganda with 3 field offices, 5 refugee settlements, approximately 58 staff and expenditure of 1.5 million USD / anum. The staff will be based in Rhino Camp during working days returning to town on Fridays. This role includes possibility of traveling to other YSAT field offices in Imvepi, Adjumani, soon Yumbe, Lamwo, Palorinya

- KEY ROLES**
- Provide secretarial and administrative support to Executive Director's Office
 - Arrange appointments and maintains supervisor's calendar.
 - Receive visitors; places and screens telephone calls and answers queries with discretion.
 - Arrange meetings, internal & external, some involving high-ranking officials, take minutes /notes at meetings.
 - Draft correspondence, documents and reports, some of which are highly confidential.
 - Receive, screen, log and route correspondence, attach necessary background information and maintain follow-up system.
 - Draft official correspondence, documents and reports on routine matters and/or for clearance by the supervisor and ensure follow-up.
 - Maintain filing system for electronic and hard copy documents in the Director's office
 - Maybe required to assist in Human Resources tasks (attendance record, travel arrangements, preparation of travel authorisation, /claims, etc.) for Executive Director and SMT members.
 - Arrange Executive Leadership away days.
 - Assist in the preparation of visit programmes, briefings on issues covered by Director's office, collection of documentation for briefing kits; talking points and other material for missions, meetings and visits.
 - Accompany the Executive Director in internal and external online meetings (and as resources permit in-person meetings), and manage outreach and follow-up related to these relationships, including managing meeting notes, communication about meetings to others, and development of follow-up materials such as concept notes for partnerships, funding, or advocacy initiatives.
 - Researching and following up on incoming issues to be addressed by the Executive Director from SMT & BOD.
 - Prepare packs for Board meetings.
 - Draft minutes to record Board meetings in a timely manner.
 - Perform other related duties as required.

Required Qualifications

- Atleast a Diploma or Bachelor degree in communication, Business/Public Admin.
- Demonstrated experience of atleast 2 years assisting senior staff and providing general office support.
- Proven experience and proficiency in writing meeting minutes and drafting executive correspondence.
- Strong organizational and schedule management skills.
- Fluency in English with Excellent writing skills.
- Comfortable and skilled in communicating and managing relationships with high-profile individuals, including global- leaders, influencers, and philanthropists.
- Ability to exercise discretion, and strong judgement and to take appropriate actions without supervision.
- Experience in budget management
- Experience traveling independently and planning travel logistics, including internationally.
- Ability to work with diverse individuals and groups; culturally sensitive.
- Advanced working knowledge of Microsoft Office (Excel, Word, PowerPoint) and Google Apps (Gmail, Google Drive, Calendar, Docs).

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!