

TERMS OF REFERENCE FOR ADMINISTRATIVE OFFICER – CEDP

1. Background

The Government of Uganda received credit from the World Bank towards implementation of the Competitiveness and Enterprise Development Project (CEDP). The Project Development Objective (PDO) is to improve the competitiveness of enterprises in Uganda through supporting reforms in priority productive and service sectors geared towards a better investment climate with particular focus on MSMEs. Government scaled up the existing operations through provision of Additional Financing (AF). The AF is intended to complete the implementation of the Land and Tourism components while consolidating and enhancing the achievements realized as well as scaling up activities under these components. CEDP-AF is being implemented by eight MDAs. The overall coordination of the Project lies with the Private Sector Foundation Uganda (PSFU) through a Project Coordination Unit (PCU). More details on the project can be found at www.cedp.go.ug

The PSFU now invites suitably qualified individuals, with qualifications and experience as detailed below to apply for the position of **Administrative Officer** under the PCU. The assignment shall be for a period of two years subject to probation period of three months, and renewable subject to satisfactory performance.

2. Job Purpose and Scope

The Administrative Officer will be in charge of all activities aimed at ensuring the efficient administration of the project. As office Superintendent, the administrative officer shall manage and oversee activities of the support staff and ensure that any matters are promptly and appropriately handled. The Officer will also ensure that office logistics are availed and functional at appropriate times and that the project environment is serene. S/he will carry out the following broad functions:

- Provide general administrative support to the Project Coordinator and PCU team
- Handle day-to-day administrative operations of the project office
- Supervise and handle support staff matters
- Arrange meetings, workshops, travel and security clearances when required
- Supervise the stores operations and ensure appropriate project logistics are available to the teams
- Supervise cleaning and maintenance of the project office

The specific assignment requirements include:

- a) Handle the matters of general office administration and staff matters
- b) Administer daily office operations and coordinate logistic requirements
- c) Coordinate and organize meetings including venues, facilities, document preparation and catering
- d) Organize travel by staff members
- e) Support drafting, editing and finalising reports and correspondences
- f) Ensure that all documents, correspondences are appropriately and securely filed meticulously.
- a) Formulate and implement/administer Human Resource procedures, and monitor their effectiveness.

- b) Develop and implement performance management system for the Project support staff
- c) Follow up all service contracts under the PCU to ensure that they are implemented in accordance with the terms therein.
- d) Identify and rationalize career and training opportunities/needs for project staff.
- e) Ensure all Human Resource data types and reports are continually kept up-to-date.
- f) Keep an inventory of the equipment and goods for the project.
- g) Undertake any other duties incidental to the above as may be assigned by management from time to time.

3. Qualifications, Experience, Skills and other Competences

3.1 Academic qualifications:

- (i) Applicants must possess an honour bachelors' degree in Administrative & Secretarial Science, Social Sciences, Development Studies, Business Administration, Management or a related field.
- (ii) A post-graduate qualification in human resource management, project planning & management, business administration, stores/logistics management, Secretarial Science
- (iii) Must be computer literate.
- (iv) Relevant Master's degree and Membership to professional body will be an added advantage

3.2 Experience:

The Applicant must have at least 5 (five) years of relevant experience working in a busy environment and at least 3 years working with public office or projects;

3.3 Other Required Skills and Competences:

- (i) Good communication, negotiation and interpersonal skills. Ability to plan, organize, solve problems, implement, monitor and evaluate tasks and to deliver outputs to meet required deadlines; ability to relate well with a multiplicity of stakeholders; self-motivated and team worker, and of demonstrable and unquestionable level of integrity.
- (ii) Ability to work with minimal supervision.
- (iii) Excellent drafting, report writing and communication skills
- (iv) Strong ability to organize and prioritize workloads, meet deadlines and targets.
- (v) Ability to work as a team leader/team member.

Maximum Age limit: 35 years

4. Performance Indicators:

- a) Well maintained and conducive office environment
- b) Well Maintained staff files
- c) Up to date stores register.
- d) Human Resource Master Plan for the Project

5. Reporting: The AO will report to the Project Coordinator

6. Duty Station

The AO will be deployed on a full-time basis and the duty station shall be the CEDP-PCU Office in Kampala.

7. Facilities to be provided by the Employer

The Employer shall provide office space, with connectivity to internet and access to other office amenities during the term of engagement.

8. Duration of Services

The AO will be appointed on a contractual basis for an initial period of 12 months, with a possibility of renewal based on satisfactory performance, continued need of the services and funds availability.