

Job: Title: Administrative Assistant

Reports to: Finance and Administration Director

Duty Station: Moroto.

Institutional Background

The African Network for the Care of Children Affected by HIV/AIDS (ANECCA) is a network of clinicians and social scientists with a mission to improve the quality of health care services for women, children, adolescents, young adults, and their families in Africa. ANECCA is a registered NGO in Uganda with strong collaboration with the Ministry of Health, District Local Government, and other related institutions.

ANECCA is implementing the USAID Local Partner Health Services – Karamoja Activity, purposely to Support the public health sector to increase the availability, accessibility and utilization of quality integrated HIV and TB services in the Karamoja-region in Eastern Uganda. We are thus seeking applications for qualified individuals for the position of Health Informatics Officer to be based at the Moroto office.

Roles and Responsibilities

Office Management	<ul style="list-style-type: none">• Ensure that the reception area and the entire office is kept neat and tidy• Set up and maintain a filing system for all departments.• Tracking communication within the office.• Participate in scheduling and setting up meetings and workshops• Draw up lists and budgets of office supplies requirements and ensure they are replenished on time• Manage program equipment and ensure that they are safely kept in sound working condition at all times – thus being in charge of office repairs, liaison with landlord, etc.• Manage the staff attendance system, by uploading new users, removal of exiting staff• Maintain up to date administrative information e.g. staff database
HR Support	<ul style="list-style-type: none">• Support the Country Director in recruitment by updating job descriptions, drafting and placement of adverts, receiving applications, short listing, inviting candidates and preparing for the interviews.• Pro-actively follow up with the ANECCA staff, to ensure timely submission and retirement of accountability reports and ensure that subordinate staff adheres to the ANECCA financial regulations.• Ensure that each new member has an updated personal file, issued with ID and Medical cards, included on the Insurance list and has provided details for salary processing• Maintain an updated staff list and ensure that personal files

	<ul style="list-style-type: none"> are updated, kept under key and lock and retrieved whenever needed • Generate HR communications for the Country Directors signature like resignation acceptance letters, confirmation etc. • Ensure that all staff complete the appraisal process
Procurement	<ul style="list-style-type: none"> • The Admin Assistant will coordinate the procurement of supplies and equipment for supported health units and program activities. • Oversee procurement processes, including review of purchase requisitions, request for quotations, supplier selection, negotiations, purchase and delivery forms. • Spearhead the process of supplier pre-Qualification and management. • Management of leases, contracts and agreements for services and goods. • Prepare workshops, Training and book accommodation for staff. • Initiate payments in Beyonic for review and approval • Participate in the procurement of goods and services adhering to set guidelines and policies ensuring efficiency, quality and transparency as well as maintaining an updated list of prequalified firms. • Generate LPO's for all office procurements • Receive and review invoices for completeness before submitting for payment • Source for quotations for office procurements as required • Generate procurement requests for stationary and other office supplies • Ensure that each new member or staff has a personal file and necessary documents and processes of recruitment are followed • Being custodian of office petty cash. Ensure timely reconciliation of the account for prompt replenishment for efficient running of the office. • Reviewing cash receipts for accuracy and timely banking • Any other activities assigned by your supervisor
Front Desk Management	<ul style="list-style-type: none"> • Receive incoming and outgoing telephone calls as and when required. • Receive and attend to visitors whilst they await appointments.
Qualification and Experience	<ul style="list-style-type: none"> • A Bachelors degree in business or related discipline • Atleast 3 years' experience in Procurement of large entities preferably USG funded programs • Experience in Office Administration is required • Experience in Finance is an added advantage