



LIFTING HANDS COMMUNITY EMPOWERMENT INITIATIVE LTD

Kangulumo Zone A, Namutumba Town Council P.O. Box 46, Busembatia
Website: www.lihacei.org, Email: lifthandcoei@gmail.com Tel: +256200993256

Background of the Organisation:

Lifting Hands Community Empowerment Initiative (LIHACEI) is a youth led, private not for-profit Community organization in operating in different parts of Namutumba district. It was founded in 2018 and the certificate of registration at the district (**Namutumba district**) was received in 2019 under registration Number **0305/2019**. On the **19th day of October 2020**, it was incorporated guaranteed by the **Uganda Registration Services Bureau (URSB)** under Registration Number: **80020002744862**

Our Vision is “**A health and empowered Community**” where the vulnerable are equipped with practical knowledge and skills for self-dependence and sustainable livelihoods. Our **mission** is; to provide family centred equitable quality services for individuals, families and communities while promoting optimal wellbeing within the community.

Applications are invited from suitably qualified applicants to fill vacant posts tenable at Lifting Hands Community Empowerment Initiative in Namutumba District. The Applications should be in one PDF file and be submitted to the

Email: liftingshandscommunityempowerme@gmail.com

The deadline for submission is 19th January 2024.

Job Title : Administrator
Salary : Negotiable
Reports to : Executive Director

Job purpose

To provide administrative and logistical support to the organization

Key competencies required for the post:

- Accountability
- Assertiveness and Self confidence
- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Flexibility
- Innovativeness
- Problem Solving Decision Making
- Public Relations and customer care
- Teamwork
- Time management
- Coaching and mentoring

Duties & Responsibilities:

- i. Participate in planning, scheduling, and promoting office events, including meetings, conferences and interviews.
- ii. Participate in planning, budgeting, directing, coordinating, monitoring and evaluating of Organization administrative activities.
- iii. Implementing the Institute administrative systems, policies, and procedures.
- iv. Participate in ensuring availability of the necessary equipment and other supplies to the Organization.
- v. Manage Organization transport.
- vi. Participate in special projects and tracking progress towards organization goals.
- vii. Ensure security of Organization assets.
- viii. Manage and account for allocated resources.
- ix. Impart knowledge and skills to staff and students.
- x. Supervising, mentoring and appraising staff.
- xi. Compile and submit periodic reports.

xii. Perform any other duties as may be assigned from time to time

Qualifications

- A Bachelor's Degree (Hons) or Diploma in Social Sciences, Arts, SWASA, Public Administration, Business Administration (Management Option) from a recognized Institution.
- **Must** be computer Literate

NOTE: We appreciate your expression of interest in working with us. However, only shortlisted applicants will be invited for interviews. Kindly consider yourself unsuccessful if you do not hear from us two weeks after the deadline