Newton & Einstein
Institute of Science and Technology

VACANCY: ADMINISTRATIVE ASSISTANT

Background: Newton & Einstein Institute of Science and Technology (NEIST) is a not-for-profit community-based education, research, and innovation institution whose major aim is to make the community a better place through cutting-edge research, education, innovation, and action. We seek to empower each member of our community with the ability and passion to work wisely, creatively, and effectively for the betterment of humankind. The institute is earmarked to receive funding from ViiV Healthcare UK to implement ''**A**pplying **S**cience to **S**trengthen and **I**mprove Community **S**ystems for **W**omen and **G**irls living with HIV in Refugee Settings (**ASSIST Women and Girls Project**)''. The project is seeking applications for the recruitment of an Administrative Assistant.

Job Title: Administrative Assistant (1)

Reports to: Project Manager

Engagement: Full time

Duration: 1 Year, renewable upon satisfactory performance

Duty Station: Mbarara with frequent travel to Nakivale and Oruchinga Refugee Settlements

Main Role and Responsibilities: The Administrative Assistant is responsible for day-to-day administration of the project activities and facilitating the efficient operation of the project by performing the following clerical and administrative tasks.

Key specific responsibilities

• Planning and coordination of project meetings including preparing agendas and meeting minutes thereof.

• Coordinating and scheduling travel, meetings and appointments for project staff.

• Tracking the project budget including initiating requisitions and working with the finance team to ensure proper accountability of advanced funds

• Keeping proper records of all information related to the project.

• Ensuring that all project logistics (materials supplies and equipment) are available at the right time and in the right quantities. Maintaining office supplies and coordinating maintenance of office equipment.

• Responding to and resolving administrative inquiries and questions.

• Perform any other duties that may be assigned by the Project Manager.

Qualifications and Desirable Qualities

Suitable applicants must possess a relevant degree in Business Administration, Information Technology, Social Work, and Social Administration, Public Health, or other related disciplines, with at least one year of working experience. He/she should have knowledge and skills in project administration, and Microsoft Office. Experience working with Community Health structures is an added advantage.

Terms of service: The appointment is for a period of one (1) year.

Submission of applications

All candidates must submit a copy of their curriculum vitae along with an application letter (addressed to the Human Resource Manager) and official copies of educational transcripts/certificates to the following link to: info@neist.ac.ug with the subject line "**Application for the position of Administrative Assistant**," not later than 28th January 2025. Please note that applications will be received on a rolling basis. Please provide a reliable 24-hour phone contact. Only short-listed candidates will be contacted for interviews.