

(READVERTISED)

JOB OPPORTUNITY

**EMBASSY OF THE REPUBLIC OF UGANDA
5911 16TH STREET, NW
WASHINGTON DC, 20011**

(ADMINISTRATIVE ASSISTANT/ RECEPTIONIST)

Applications are invited from suitably qualified persons between the ages of 25 – 35 years to fill the available job vacancy at the Embassy of the Republic of Uganda, Washington D.C. Applications should be submitted to the following email address: **washington@mofa.go.ug** not later than Friday 22nd April 2022.

Applicants who submitted job applications in response to the previous advertisement need not apply.

Job applicants for this advertisement should scan and submit copies of the following documents:

- a) Job application letter addressed to **H.E the Ambassador, Embassy of the Republic of Uganda, Washington DC**
A university degree or its equivalent;
- b) A Curriculum Vitae (CV) or Resume with two references;

Each attachment must not exceed a limit of 1MB, using portable documents format (PDF).

Please Note:

- a) Only applications submitted using the above designated email will be considered.
- b) Only shortlisted candidates will be contacted.
- c) Shortlisted candidates shall be required to bring along their original certificates, transcripts and letters of employment, National Identity Cards, Letters of Referees during the Oral Interviews.
- d) **Job applicants SHOULD BE U.S. LEGAL RESIDENTS with documentary evidence of relevant work permit documents.**

In case of any inquiry, contact Tel. No. +1-202-726-7100 or e-mail washington@mofa.go.ug.

Job Applicants should have the following Core Competencies:

- i. Good command of written and spoken English;
- ii. Results Orientation, Ethics and Integrity, Interpersonal, Communication and Computer Skills, Ability to Adapt to Multi Cultural Settings, Innovation and Concern for Quality;
- iii. Standards and Technical Competence; Ability to Coach Subordinates and Report Writing Skills;
- iv. Team Building, Research and Project Management Skills;
- v. Relevant work experience is an added advantage.

Roles and Responsibilities

The Employee shall perform the following Key Responsibilities:

- i. Prepare and manage correspondences, reports and documents;
- ii. Organize travel arrangements;
- iii. Maintain schedules and calendars of official work;
- iv. Arrange and confirm appointments;
- v. Handle incoming mail and other materials;
- vi. Set up and maintain filing systems;
- vii. Maintain databases;
- viii. Answer and route appropriately all in-coming calls;
- ix. Provide assistance to staff members e.g. taking messages;
- x. Operate office equipment to execute official work;
- xi. Receive Embassy visitors and clients in a professional manner;
- xii. Prepare refreshments for Embassy Staff and meetings;
- xiii. Ensure there are sundries items needed in the kitchen and offices at all times;
- xiv. Take photographs of official Embassy activities and maintain a database of pictures/ photos for official use;
- xv. Any other duties as may be assigned by superiors.

