

# Job Description:

## Administrative Specialist (Hoima)

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Redeem's mission is to protect widows and orphans from violent abuse and exploitation by:

- Awakening** the world to the need to defend the orphan and the widow in the twenty-first century;
- Assembling** the resources needed to protect the world's most vulnerable widows and orphans;
- Assisting** law enforcement in real cases that restore victims and restrain their abusers; and
- Amplifying** law enforcement protection through community engagement and capacity building.

We are currently implementing a program in Uganda to protect widows and orphans from the devastation of predatory eviction with plans to expand our defense of the vulnerable into other countries in the future.

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As a Redeem Administrative Specialist, you will provide administrative support the other members of the casework team, as they engage in casework that restores victims, restrains criminals, rehabilitates survivors and ultimately reduces predatory eviction. Specific responsibilities include:

### Facilities

- Cleaning and maintaining the office premises, ensuring a professional working environment;
- Coordinating with Redeem's Operations and HR Managers in matters related to the office premises;
- Hiring and overseeing work performed on the office premises by vendors and service providers;

### Errands

- Procuring stationery, cleaning supplies, pantry items and other consumables and tools for the team;
- Delivering and documenting payment to local vendors, partners, utilities and service providers;
- Running other business-related errands to enhance the efficiency of the casework team members;

### Reception

- Screening, granting entrance and receiving guests who visit the Redeem office premises;
- Answering the Redeem office line and directing calls to the appropriate staff members;

### Clerical

- Providing clerical support (photocopying, note-taking, filing, etc...) to Redeem team members;
- Maintaining records of expenditures and inventories of tools, supplies and equipment;

### Miscellaneous

- Communicating with donors, supporters, media and other outside parties about Redeem's work;
- Contributing to the review and design of organizational systems, guidelines and policies;
- Participating in Redeem's professional development and spiritual formation activities;
- Supporting other teams within Redeem in the achievement of their objectives;
- Performing clerical duties (photocopying, filing, posting, errands, etc.) as needed, and
- Completing other duties as assigned.

# Recruiting Profile:

## Administrative Specialist

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Redeem strives to build a culture of Christian excellence that reflects the following four core values:

We love each other well;  
We don't make easy things hard;  
We measure by results; and  
We are joyful in our work.

Redeem is looking for a highly skilled and responsible individual who will reflect these values while empowering his/her team to protect widows and orphans from violence through the provision of administrative support. Specific attributes include:

### Experience

Required: An Ordinary Level certificate or higher level of educational attainment;  
Required: Two years of progressive experience in similar roles in a reputable organization;  
Preferred: Experience in working in a faith-based and/or multinational organization.

### Skills

Required: Fluency in English, Runyoro and Runyakitara with excellent written and oral communication in all;  
Required: Meticulous attention to cleanliness, organization, and detail in a professional environment;  
Required: Computer literacy with ability to use email and web-based record-keeping applications;

### Attributes:

Required: Mature Christian faith;  
Required: High degree of personal and professional integrity and trustworthiness;  
Required: Strong teamwork, interpersonal skills, and ability to work on a multidisciplinary team;  
Required: Excellent independent professional judgment and ethical decision-making;  
Required: Innovative and creative problem-solving in the face of complex nuanced issues;  
Required: Persistence and tenacity in the face of difficult problems or challenges;  
Required: Commitment to meet deadlines and achieve results in a fast-paced environment; and  
Required: Love-motivated service orientation toward clients, colleagues, partners, and adversaries.

The Administrative Specialist will be a part-time position requiring 25-30 hours of work per week and will report to the Program Manager, based in Hoima.

Interested applicants should upload a cover letter and resume by [clicking here](#) by 6th July, 2024.