



VACANCY ANNOUNCEMENT

Empower Consult is a Ugandan development and management consulting firm with proven track record of providing cutting edge services in human and institutional capacity development, evidence-based policy research, policy development and analysis, strategy development, feasibility studies, public expenditure tracking and review, monitoring and evaluation, impact assessment.

Empower Consult seeks to recruit a competent and motivated person to fill a key administrative position.

Job Title: Operations Officer

Reports to: Manager People and Results

Job Purpose

To liaise with Company Directors, Heads of Departments, staff and consultants to ensure all company activities are progressing well and compliant with the relevant company policies and procedures, work plans, budgets and time lines.

Key Responsibilities

- a. Ensure proper maintenance of office premises, furniture and equipment;
- b. Timely preparation and submission of work plans and utility budgets;
- c. Timely procurement, management and safe custody of company office sundries;
- d. Maintain inventory of company assets and office equipment;
- e. Ensure security of company premises, equipment and vehicles;
- f. Transparent management of office imprest and making monthly accountability;
- g. Track relevant bid adverts in the press and submit to them management for appropriate action;
- h. Ensure quality and timely printing, binding and submission of bids and contract reports;
- i. Proper filing of company documents to ensure easy retrieval;
- j. Organise and coordinate venues for meetings/trainings and other office functions;
- k. Provide financial, logistical and capacity development support to others in the team as required. Support others in the team to undertake their tasks during busy periods, including support for travel and logistics, reporting and budgeting;
- l. Monitor and liaise with consultants, vendors/service providers to ensure all budgeting information, invoicing and payments are current, accurate and prompt;
- m. Supervise and appraise support staff; and
- n. Any other duties that may be assigned from time to time by management.

Person Specifications

Qualifications

A Bachelor's degree in either Procurement and Supply Chain Management, Commerce, Business Administration, Human Resource Management, Office and Information Management or Information Technology from a recognized awarding institution. Professional certification in any of the above-mentioned qualifications will be added advantage.

Attach certified copies of academic certificates/transcripts.

Experience

At least three years' experience working in a reputable public or private setting, related to office operations, administrative and/or logistics support, procurement, contract and logistics management. Demonstrated experience in word processing, spreadsheets and databases is a must.

Attach proof of experience in form of appointment letters or contracts.

Competences

- a. Excellent people management skills (Public relations and customer care)
- b. Intrinsic commitment to duty with minimum supervision;
- c. Good planning, organizing and coordination abilities;
- d. Dynamic and flexible personality (able to respond to changing priorities);
- e. Concern for quality and standards;
- f. Concern and attention to detail;
- g. High levels of ethical conduct and integrity;
- h. Team player;
- i. Effective interpersonal and communication abilities;
- j. Time management; and
- k. Ability to work collaboratively and effectively in a cross-cultural setting.

How to Apply

Applications should be addressed to the **Manager People and Results**, and emailed to ojulun@empowerconsult.co.ug, cc: info@empowerconsult.co.ug

Closing Date: Friday 17th November 2023, 4pm