



National Social Security Fund (NSSF) is positioning its self to be the social security provider of choice in Uganda and now seeks to recruit a person with proven competencies, skills and innovativeness to join the team to assist in achieving this objective.

JOB TITLE: Executive Assistant (1)
REPORTS TO: Deputy Managing Director

MAIN PURPOSE: To provide administrative support to the office of the Deputy Managing Director.

MAJOR ACTIVITIES OF THE JOB:

- Maintain an orderly and well organized office.
- Co-ordinate and facilitate activities of the office e.g. Board and Executive Committee meetings, DMD meetings, make travel and accommodation arrangements and maintain their diary.
- Keep custody of confidential and restricted documents in the office.
- Manage both electronic and hard copy filing systems in the office.
- Manage petty cash and making accountabilities.
- Maintain electronic software of tracking correspondence for ease of location.
- Make requisitions for office supplies.
- Support the DMD on internal and external correspondences where possible or as and when required.
- Format all required reports and summaries.
- Obtain all required data/information from other departments and follow up claims.
- Follow up on outstanding tasks with Heads of Departments/staff on behalf of the DMD.
- Participate in the annual departmental budget preparation and in-year monitoring.
- Disseminate information by the use of telephone, postal services, web sites, e-mail; search the internet for information as effectively as possible in supporting the office.
- Handle correspondences and draft appropriate responses for the DMD's signature.

EDUCATION:

- Bachelors degree from a recognised university in Literature and History is essential. Other additional professional qualifications in secretarial studies, finance or office management will be strongly desirable.

EXPERIENCE:

- Minimum of three (3) years experience as an executive assistant to a senior manager of a reputable organization.

COMPETENCIES:

- Ability to exercise the highest level of discretion and confidentiality
- Excellent planning, organizational and management skills
- Excellent interpersonal and communication skills both verbal and written
- Excellent computer skills – knowledge of relevant computer packages
- High integrity and ability to work independently
- Team player
- Tactical skills in dealing with different people

Interested individuals should send their applications with copies of their academic and professional qualifications addressed to the Head of Human Resources, P. O. Box 7140 Kampala or hand deliver them at our Head Office, Worker's House, Plot 1, Pilkington Road at the Reception on 14th Floor.

All applications should reach us not later than January 20, 2012. Only shortlisted candidates will be contacted.