

Job Opportunity

Position: Office Support Volunteer

Uganda Cancer Society is seeking to recruit a dynamic person who will be responsible for general office support. The job holder/volunteer will report to the Finance and Administration Officer(FAO). He/she shall at all-times act in accordance with UCS' policies and workplace culture.

Location: Kampala

Type of Employment:Voluntary

Reports To: Finance and Administration officer

Duration:6 Months renewable

RESPONSIBILITIES AND TASKS

Roles and Responsibilities:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Answer inquiries regarding UCS work and availability of the personnel.
- Help schedule, reschedule and cancel appointments.
- Manage virtual meetings
- Update employee attendance and visitors' records.
- Take and file Minutes of meetings
- Sort and distribute incoming mail.
- Update the Website and official social media sites.
- Design graphical content for the organization communication platforms.
- Support delivery of letters and correspondences
- Support field operations of the secretariat in liaison with members of UCS
- Provide any other support as may be assigned from time to time.

QUALIFICATIONS

- Diploma/ Degree in related field including but not limited to Business Administration, Office Management, administrative and Secretarial.
- General knowledge and experience around cancer sub sector is of added advantage.

EXPERIENCE

- Minimum of 1 year's work experience in general office and/or programme support.

COMPETENCIES/PERSONAL ATTRIBUTES

- Sensitive to diversity in a busy working environment
- Efficient and effective coordination skills
- Strong communication and people relation skills.

Those interested should send their curriculum vitae and application letter to info@ugandacancersociety.org addressed to: The Executive Director and the subject line should be for the position applied for.

Applications should be sent not later than 14th May 2022, 5:00pm. Any applications sent after the deadline will not be considered.