



Vacancy Announcement

About UNBA:

The Uganda National Biogas Alliance (UNBA), founded in April 2014 and registered in November of the same year, is the national umbrella organisation of the Ugandan biogas sector, aiming to unite and support all stakeholders and the existing regional associations in the biogas sector.

Being increasingly busy and with over 160 members nationwide, UNBA currently is looking for a volunteer to support the alliance's secretariat as Office Administrator.

Job Description

Job Title:	Office Administrator
Reports to:	National Executive Committee (NEC), the General Secretary
Supervises:	Casual workers, volunteers
Regular workplace:	Kampala (with few occasional travel)

Role Definition;

To represent the secretariat and be the one-stop service provider for leadership and members of UNBA

Scope of Work;

- Physically represent UNBA at its offices, respectively the NEC and the boards of the regional associations
- Conduct and/or support all day to day administrative activities of UNBA
- Carry out communication of all necessary information from UNBA, regional associations and their members; communicate with partners, donors and media representatives
- Offer technical support and advisory information to alliance members and the general public
- Support the NEC in organizing all meetings of the NEC, the AGM and other UNBA activities, prepare and help to conduct them, take minutes and prepare reports
- Support the standing committees in conducting their tasks, activities and meetings
- Support the preparation and implementation of annual work plans and budgets, aligned to the strategic plan
- Support the procurement of services and goods, procure and keep office supplies
- Update social media content of the alliance (FB page, website)



- Keep all records of the alliance complete and up to date
- Support the preparation and compilation of periodical reports, support the compilation of auditing reports
- Keep an overview of the financial means of UNBA, manage all liabilities and receivables, and keep all books complete and up to date; act as an agent for the bank account of UNBA
- Support the preparation of presentations and speeches for members of NEC
- Assist NEC and members in proposal writing
- Perform any other duties as may be deemed necessary and assigned by NEC from time to time

Qualifications and Experience required;

- Ugandan citizenship
- Preferred age 23-30 years
- Good Bachelor's degree from a recognised University in the fields of Social Science, Business Administration, Project Management, or any other compatible field
- Good written and oral communication skills in English, able to autonomously draft texts
- Sound knowledge of computers is a must, including good working experience in MS office applications (Word, Excel, Power Point), internet research; previous experience with web publishing software/content management system (cms) is an added advantage
- Minimum 1 year working experience in business administration or program coordination; more working experience is an added advantage
- Working experience in the biogas or renewable energy sector is desirable and knowledge of biogas technology is an added advantage
- Applicant must be willing to volunteer on a contract basis over a period of four months, renewable afterwards, with the opportunity to receive a permanent contract
- A moderate monthly remuneration will be paid, including travel and lunch allowances, to be raised with renewal of the contract after the volunteering period

How to apply;

- Please apply in writing via email to unba@unreeea.org or by submitting your application to our offices at Mukwasi House, Room W3.2, 38A Lumumba Avenue, Nakasero, Kampala.
- Applications will only be considered when submitted meeting the deadline, and including an application letter stating your motivation and relevant skills/experience, copies of your Bachelor's Degree certificate plus any other relevant certificates (original documents will be requested at a later date), and stating minimum 1 reference.

Deadline;

- Deadline to apply (submission via soft or hard copy) is Saturday, August 27th, 2016.
- Only shortlisted candidates will be notified,