



PROJECT ADMINISTRATIVE AND OUTREACH ASSISTANT NEEDED

POSITION: Project Administrative & Outreach Assistant

DUTY STATION: Jinja and Kamuli

EMPLOYMENT TYPE: Full Time

START DATE: October 2025

NUMBER OF POSITIONS: 2

Integrated Seed and Sector Development Uganda (ISSD Uganda) is an independent local NGO in Uganda, which aims to be a leading agricultural development organization in fostering resilient seed and food systems for sustainable agricultural production.

YEIT project is a two-year project funded by Enabel with the general objective to contribute to improved livelihoods of vulnerable youth in Busoga region through enhanced access to quality, demand-driven skills development and employment opportunities in the sustainable tourism and hospitality sector. Through this, 500 vulnerable youth, girls & women will be supported to acquire hands-on skills and competences in chosen trades that meet market demand requirements while earning them decent incomes. In line with interventions planned under the YEIT project, ISSD Uganda is looking for a competent and experienced **Project Administrative & Outreach Assistants** to be based in Jinja and Kamuli, Uganda with possible reallocation to either district during project implementation.

Position Overview:

The Project Administrative & Outreach Assistant will provide day-to-day administrative, data management, and community outreach support to the project team in either Jinja or Kamuli. The role combines office administration with field-based tasks to ensure smooth mobilization, engagement and skilling of youth trainees, accurate record-keeping, and efficient organisation of all skilling activities.

Reporting and supervision

The Project Administrative & Outreach Assistant will report to the Administration & HR Officer while working closely with the Project Manager, Finance Officer and Skill Officers.

Main Duties and Responsibilities

The Project Administrative & Outreach Assistant has the following specific duties and responsibilities.

1. Front Desk Management:

- Manage the office receptionist area
- Professionally attend to visitors, partners & project young women
- Support project administrative work as stipulated by ISSD Uganda code of conduct.
- Receive incoming and Outgoing mails on behalf of the project
- Support and disseminate communications in a timely and ethical manner
- Maintain a safe and clean working space

2. General Administration Management:

- Manage office operations including ensuring cleanliness of the office, preparation for meetings and tidiness within offices.
- Manage & monitor office supplies stock, receive all procured items, update the stores records and handle shortages while maintaining updated, accurate and valid project stores records.
- Organize a filing system for important and confidential company & project documents under your docket

- Maintain the project's organizational travel plan and update the schedules accordingly
- Support the Administrative preparation of Audit
- Support the project to arrange travel and accommodation as per approved requests
- Support the project staff with filing e.g. program documents, photocopies and scanning of documents.
- Maintain the office and keep the equipment in check
- Any other duties as will be assigned by the supervisor

3. Support for youth engagement and skilling activities planned

- Distribute youth skilling adverts, flyers, and other promotional materials in targeted communities, institutions and public places
- Collect completed youth application forms and maintain a physical record of all submissions
- Respond to inquiries about skilling opportunities, providing clear and accurate information on the eligibility criteria, application procedures, available skilling options, queries or concerns from applicants and their families
- Build and maintain positive relationships with local leaders, youth groups, and community resource persons to boost project visibility
- Support entry of applicant and trainee data into the project database accurately and promptly while follow guidelines set by Enabel and the rest of the project team
- Generate summary reports on applications, participant demographics, and trainee attendance in activities and gather participant feedback
- Maintain confidentiality and comply with data protection requirements
- Support planning and on-site logistics for skilling workshops, including venue booking, catering arrangements, and participant registration
- Prepare and distribute training materials
- Support monitoring and evaluation activities such as follow-up phone calls to trainees
- Perform any other related tasks assigned to enhance project efficiency

Job Requirements and Competencies

- Diploma in Tourism and hospitality, Business Administration, Social Sciences, Community Development or related discipline
- 2-3 years of relevant experience in an office setting, preferably in an administrative or clerical role, community mobilization or youth programme
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation
- Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills especially when dealing with youth and community leaders
- Strong attention to detail
- Proficient computer skills (Microsoft word, excel) and ability to operate general office equipment
- Ability to work independently, meet deadlines, and travel within project communities
- Ability to maintain a strict level of confidence
- Able to ride a motorcycle
- Commitment to inclusivity, diversity, and youth empowerment principles

How to apply

Interested and qualified individuals are encouraged to apply for this job by emailing your cover letter and CV maximum 3 pages to hr@issduganda.org, while indicating the job title in the email subject not later than **3rd October 2025 at 5:00pm EAT**. Attachments should not exceed 2MB.

For more details visit the ISSD Uganda website via: www.issduganda.org. *Only shortlisted candidates will be contacted.*