

## **JOB ADVERTISEMENT**

The National Forestry Authority (NFA) is a Government agency established under the National Forestry and Tree Planting Act, 2003 as a corporate body responsible for sustainable development and management of Central Forest Reserves (CFRs) and provision of technical support to stakeholders in the forestry sub-sector. NFA's vision is "A world class, global leader in sustainable forest management", while its Mission is "To sustainably manage and develop the country's Central Forest Reserves and to provide quality forestry products and services for the socio-economic development of Uganda".

NFA seeks to recruit qualified Ugandans to fill this position.

**POSITION:** **PERSONAL ASSISTANT (1 POSITION)**  
**Reports to:** Departmental Head/Manager, National Tree Seed Centre (Namanve)  
**Duty Station:** Headquarters, Kampala or Namanve  
**Salary Scale:** NFA 6  
**Terms of Employment:** Four (4) year contract (Renewable)

**Job summary:** To manage the office and ensure that all secretarial services and other requirements pertaining to the proper functioning of the Director/Manager's office are adequately handled.

### **Responsibilities and tasks:**

- Receive, date and read incoming and outgoing mails and ensure their proper distribution or dispatch for further action.
- Answering and responding to telephone enquiries, ensuring telephone messages are transacted accurately and conveyed promptly.
- Assisting with preparation of and typing correspondence from various raw sources such as manual drafts, dictations, e-mail, mails or verbal instructions and distribute as directed.
- Take minutes of meetings, prepare reports and returns as may be required and distribute as directed.
- Keep abreast with all current activities by reading files and correspondence in order to be effective in supporting the Director/Manager to whom he/she is responsible.
- Ensure proper record management by maintaining an efficient filing and retrieval system;
- Support the Director/Manager in reading and summarizing documents.
- Monitor and maintain daily schedules, diaries, travel plans, appointments for the office, call screening, preparation of documents, agendas, letters and reports.
- Organize, coordinate and facilitate the department's events.
- Perform any other duty as may be assigned by the immediate supervisor.

### **Qualifications, work experience and personal attributes/Competencies**

- Minimum of Honors degree in any of the following fields: Secretarial Studies or Office Management from a recognized Institution.
- At least two (2) years working experience in a similar or related position in a reputable organization.
- Computer proficiency in Ms Word, Excel, Access and PowerPoint
- Good communication skills, well developed customer care skills, reliable in terms of confidentiality, timeliness and thoroughness in carrying out tasks.
- Ability to beat deadlines, believer in quality work and work under minimum supervision.

**Criteria for application**

Interested candidates who meet the above requirements, should submit their applications, certified copies of academic certificates, transcripts and curriculum vitae giving full details of applicants' education, qualifications, experience (with evidence), present salary, three referees with their full postal address, e-mail and telephone contacts as well as the candidate's full address and e-mail to the address below not later than close of business on **30<sup>th</sup> November 2020**.

Only short listed candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

**NFA is an equal opportunity employer and women are encouraged to apply.**

Applications should be addressed to:

**The Executive Director**

**National Forestry Authority**

**Plot10/20 Spring Road, Bugolobi**

**P.O. Box 70863, Kampala-Uganda**

**Tel: 0312 - 264035/6; 0414 -360400**

