



Job Advertisement: Administrative Officer

Position: Administrative Officer

Location: Kampala, Uganda

Application Deadline: 20th January 2025

Email: careers@rilse.com

Subject Line: [Your Name] - Administrative Officer Application, Kampala

Rilse Solutions is seeking a highly organized and motivated Administrative Officer to join our team in Kampala. The successful candidate will play a crucial role in ensuring the efficient operation of our office, supporting our team, and contributing to the overall success of our projects in education, health and nutrition, climate, human resources, and monitoring and evaluation.

Key Responsibilities:

- Manage office operations, including scheduling, correspondence, and file management.
- Coordinate meetings and appointments, prepare agendas, and take minutes.
- Handle communications with clients, partners, and stakeholders.
- Maintain office supplies and equipment, ensuring a well-organized workspace.
- Support HR functions such as recruitment, onboarding, and maintaining employee records.
- Assist in the preparation of reports, presentations, and other documents.
- Manage the office budget and track expenses.
- Ensure compliance with company policies and procedures.

Qualifications:

- Bachelor's degree in Business Administration, Management, or a related field.
- At least 3 years of experience in an administrative role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational and multitasking skills.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Attention to detail and problem-solving skills.

Salary and Benefits:

- Competitive salary based on experience and qualifications.
- Health insurance and other benefits as per company policy.
- Professional development opportunities.

How to Apply: Interested applicants should email their cover letters and CVs (as one document not exceeding 5MB) to careers@rilse.com not later than 20th January 2025. The email should have a subject line with the applicant's name and the position. Applicants should indicate their salary expectations in the cover letter. Female candidates are highly encouraged to apply. Rilse Solutions is an equal opportunity employer.

Note: Only shortlisted applicants shall be contacted for interviews.