

## 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**

#### *Specific roles*

- Update the website and official social media sites.
- Design graphical content for the organization communication platforms.
- Manage virtual meetings
- Sort and distribute incoming mail.

#### *Other related roles*

- Help schedule, reschedule and cancel appointments.
- Update employee attendance and visitors' records.
- Take and file Minutes of meetings
- 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.
- 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.

### **QUALIFICATIONS**

- Diploma/ an equivalent to information science
- Other related qualifications with some level of IT experience but not limited to; information Technology, Business Administration, Office Management, administrative and Secretarial.
- General knowledge and experience around with 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](mailto: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 9<sup>th</sup> March 2021. Any applications sent after the deadline will not be considered.