

# UGANDA COUNTRY COORDINATING, MECHANISM (UCCM) SECRETARIAT

## UCCM ADMINISTRATIVE ASSISTANT

### 1. JOB SUMMARY

<b>Job Description Number</b>	<b>UCCM-JD05</b>
<b>Job Title</b>	Administrative Assistant, Uganda Country Coordinating Mechanism (CCM).
<b>Duration of Contract</b>	2-3 years renewable based on satisfactory performance and availability of Global Fund support and in-country co-funding for CCM operations.  <u>Probation period:</u> 3 Months.
<b>Duty Station</b>	Kampala, Uganda
<b>Reports to</b>	CCM Secretariat Coordinator/Executive Secretary
<b>Responsible for</b>	CCM general administration and logistical management for activities, office management, assigned staff (interns/volunteers), outsourced service providers and suppliers.
<b>Job Purpose</b>	<p>To provide administrative, office management and logistical planning support to the CCM Secretariat and CCM activities within the following broad functions:</p> <ul style="list-style-type: none"> <li>• Management of the CCM Secretariat office, front desk/reception, administrative systems, filing systems, stores and supplies, archives and back-ups, equipment and property.</li> <li>• Routine administrative and logistical planning support to the CCM Secretariat Coordinator/Executive Secretary, CCM Technical Advisors, CCM Committees and Technical Working Groups (TWGs)/ Ad-hoc Task Teams, CCM Board, Global Fund missions and visiting delegations.</li> <li>• Human Resource (HR) administration and management support to the CCM Secretariat Coordinator/ Executive Secretary.</li> <li>• Administration and Logistics Management (including leading on the CCM Secretariat Administration systems and support to the CCM procurements)</li> <li>• Support the coordination of the logistical and administrative arrangements for the writing of Uganda's funding applications/requests to the Global Fund including the prior PR selection processes, stakeholder consultation meetings; and subsequent processes of coordinating responses to the Technical Review Panel (TRP) comments, Grant Negotiations/Making and Grant Signing/Launch events</li> <li>• Administrative support to the CCM Finance &amp; Procurement department including financial administration, basic accounting (book keeping) and procurement function</li> <li>• Documentation, record keeping and archiving of information from CCM activities, events and meetings</li> <li>• Tracking changes in CCM Membership and regularly updating</li> </ul>

the CCM Members' & Ex-Officios' contact details and Conflict of Interest Declaration Forms.

- Tracking CCM Members' attendance at CCM Meetings, oversight field site visit activities; and informing CCM the Secretariat Coordinator/Executive Secretary of any required action as stipulated in the CCM Governance Manual

<b>Job Description Number</b>	<b>UCCM-JD05</b>
<b>Working Relations</b>	<ul style="list-style-type: none"> <li>• Ex-Officio member of the CCM Board as part of the CCM Secretariat Team</li> <li>• Provides administrative and logistical assistance to all key functional heads at the CCM Secretariat; his/her performance is supervised on task basis by the CCM Secretariat Coordinator/Executive Secretary and the CCM Technical Advisors.</li> <li>• Member of the CCM Secretariat Team (CST) and Secretary to the CCM Secretariat Team meetings</li> <li>• Member of the CCM Secretariat Tender/Procurement Committee</li> <li>• Secretary to the CCM Secretariat Staff Welfare Committee</li> <li>• Supports the CCM Secretariat Management Team (SMT) in coordinating and implementing CCM oversight activities as needed.</li> <li>• Provides administrative and logistical support to the CCM Secretariat, Committees of the CCM Board, nominated Ad hoc Task Teams and Technical Working Groups (TWGs) in CCM oversight related tasks &amp; other short-term assignments.</li> <li>• Liaises with staff in other departments and with external contacts including suppliers, and key stakeholders of the CCM and the Global Fund.</li> <li>• Supervises the performance of the assigned Interns and Volunteers at the CCM Secretariat.</li> </ul>

## 1. MAIN RESULT AREAS AND RESPONSIBILITIES

### **Functional Area 1: General Administration (30%)**

- Establish and regularly maintain a robust and fully functional CCM Administration Management, record-keeping and archiving system
- Participate in the development and support implementation of the CCM strategic plan and oversight plans, governance and operational manuals, and annual work plans.
- Participate in the CCM's resource mobilization initiatives and supports the timely development and submission of CCM work plans and budgets annually
- Assist in implementing CCM Administration policies and procedures
- Maintain safe custody of administration related records and information
- Manage the routine functioning of the CCM Secretariat offices, including the maintenance of office equipment, furniture, supplies and communications (mail, phones, email, internet, website, etc.)
- Ensure that all office equipment and furniture is in good working conditions and routinely serviced/repaired in accordance with the CCM policies and procedures
- Lead in the area of general office management and recommend areas for improvement
- Liaise with the responsible officers at the CCM Secretariat and ensure the maintenance of office equipment, furniture, facilities, utility services and payment of utility bills on time
- Maintain a record of participation and/or attendance of CCM members and Alternates at all meetings, oversight CCM field visits; and inform the CCM Secretariat Coordinator where a

member's attendance does not conform to the requirements established in the CCM Governance Manual

- (k) Provide Office Administrative support to the CCM Secretariat Team
- (l) Maintain the CCM Secretariat Diary and regularly update the CCM Calendar of scheduled meetings, events and activities
- (m) Answer telephone calls and route the calls to the appropriate person, taking messages as required
- (n) Maintain a robust filing and archiving system, creating memos, opening and recording the mail/correspondences delivered to the CCM Secretariat

### **Functional Area 2: CCM Secretariat Front Desk and Management of the Reception Area (5%)**

- (a) Professionally and warmly receive visitors and perform reception functions at the front desk office/reception of the CCM Secretariat
- (b) Maintain the CCM Secretariat Front Desk/Reception area and equipment in a clean and tidy manner at all times

### **Functional Area 3: Logistical Planning and Coordination Support (25%)**

- (a) Provide administrative and logistical support for the coordination of CCM activities, meetings, Technical Assistance, Global Fund and development partner delegations, and other CCM visitors.
- (b) Provide/ and coordinate logistical support for the oversight field/site visits by CCM Oversight Committees and other CCM sponsored events.
- (c) Provide administrative and logistical support to CCM Members for field visits to Global Fund programme implementation sites in Uganda;
- (d) Prepare drafts, revise, deliver and manage correspondences to the CCM Secretariat Coordinator/Executive Secretary's office
- (e) Assist in coordinating arrangements for capacity building training sessions; and other in-house and external events for the CCM Members and CCM Secretariat staff members.
- (f) Organise travel, accommodation and subsistence arrangements for CCM Members, Secretariat staff and other external contacts for regional & international meetings, workshops and conferences
- (g) Organize and prepare logistics for all CCM meetings, retreats, trainings, and workshops under the guidance of the CCM Secretariat Coordinator/ Executive Secretary. Main tasks may include among others:-
  - i. Assisting in sourcing, arranging and booking meeting, conference facilities and venues;
  - ii. Organizing transport, government clearances, visas, accommodation and security arrangements as required;
  - iii. Distributing CCM Board and CCM Committee meeting invitations, agendas, meeting information packs and other relevant documents within set timelines;
  - iv. Assisting in the preparation, printing, photocopying, scanning, filing and archiving all relevant documents;
  - v. Distributing minutes and other meetings documents for all CCM and CCM Committee meetings within set timelines as instructed.

### **Functional Area 4: Human Resource (HR) Administration and Management Support to the CCM Secretariat Coordinator/ Executive Secretary (20%)**

- (a) Perform administrative and secretarial duties associated with the CCM Secretariat Coordinator/Executive Secretary's office including public relations work and making appointments

- (b) Coordinate all logistical planning and scheduling of the CCM Secretariat Coordinator/Executive Secretary's office meetings, workshops and retreats
- (c) Assist in preparing schedules, agendas, minutes and notices for the CCM Executive Committee and Board meetings
- (d) Assist in preparing correspondences for the CCM Executive Committee Members and CCM Board Members
- (e) Assist in following up on and implementation of the management actions, decision points and recommendations from CCM Committee and Board meetings
- (f) Maintain a record of CCM members' participation and attendance at all CCM oversight activities, meetings, Retreats; and inform the CCM Secretariat Coordinator of those instances when individual member attendance does not conform to the requirements of the CCM Governance Manual
- (g) Assist in following up on and implementation of the actions in the CCM Eligibility & Performance Assessment (EPA) Performance Improvement Plan (PIP)
- (h) Assist in the maintenance of CCM Membership contact information and providing current membership lists to the key stakeholders
- (i) Ensure annual circulation, signing and secure & confidential storage of the signed Conflict of Interest Declaration forms and Members' information forms
- (j) Maintain security and confidentiality of CCM documents and correspondences to the CCM Board Chair and CCM Secretariat Coordinator/Executive Secretary
- (k) Ensure the CCM Secretariat Operations Manual, HR Manual, and Staff Handbook are updated periodically.

**Functional Area 5: Administrative Support to the CCM Finance & Procurement Department (10%)**

- (a) Help generate financial data and programmatic information required in developing CCM work plans, budgets, and periodic financial performance reports.
- (b) Assist in financial management and accounting administration, including basic accounting (book keeping)
- (c) Assist the CCM Finance & Procurement department in planning, coordinating and executing the procurement activities of the CCM and CCM Secretariat according to the CCM Procurement Plan
- (d) Support the coordination process for sourcing, purchasing and supplying goods for the CCM Secretariat and CCM activities.
- (e) Support the CCM Finance & Procurement department in verifying samples of suppliers' items before delivery, prepare and distribute the administration department Local Purchase Orders (LPOs) to suppliers to ensure quality and timely delivery of office supplies
- (f) Ensure timely distribution of delivered items to the respective offices for smooth CCM Secretariat operations

- (g) Undertake routine stock-taking and ensure availability of office supplies all the time
- (h) Maintain an updated asset register; ensure proper management, maintenance and security of all office supplies, equipment and property (inventories).

### **Functional Area 6: CCM Documentation, Information and Communication (10%)**

- (a) Establish and maintain a proper archiving system both in electronic and paper form for the CCM.
- (b) Monitor to ensure that the official CCM website is functional, interactive and regularly updated.
- (c) Monitor to ensure that the CCM Secretariat email is functional and that communication received is responded to in a timely manner.
- (d) Under guidance of the respective supervisors, maintain comprehensive archives (both electronic and paper copies) of documents and reports on all CCM events, meetings and activities for ready access by CCM Members, the Local Fund Agent (LFA), the Global Fund Secretariat and other key stakeholders.

### **PERSONAL SPECIFICATIONS – CCM ADMINISTRATIVE ASSISTANT**

#### **2. KEY ACADEMIC QUALIFICATIONS, KNOWLEDGE AND WORK EXPERIENCE**

- (a) An Honor's Bachelors' Degree in Business Administration/Management, Office Administration/Management, Secretarial Studies, Human Resource Management, Public Administration, Procurement & Logistics Management, Development Studies, Public Health, Information & Communication Technology, Records Management or any other management related degree from a recognized University
- (b) A Post Graduate Diploma or Masters' Degree in any other related or relevant field is desirable.
- (c) Certificate or basic professional qualification in Secretarial Studies and Administration, Human Resource Management, Procurement, Logistics, Records Management & Archiving or Accounting is an added advantage.