

**Vacancy title:**

Administrative Assistant

**Jobs at:**

The Pharmaceutical Society of Uganda

**Deadline of this Job:**

Friday, October 27<sup>th</sup>, 2023, 5:00pm

**Duty Station:**

Within Uganda, Kampala, East Africa

**JOB DETAILS:**

The Pharmaceutical Society of Uganda is the professional body for Pharmacists mandated under section 21 of the Pharmacy and Drugs Act, Cap 280, of the laws of Uganda, to secure the highest practicable standards in the practice of Pharmacy. Its governing body is the Council of the Pharmaceutical Society of Uganda whose functions among others is to encourage research in the subject of pharmacy and chemistry and ensure member's welfare. The Pharmaceutical Society of Uganda, located on plot 1847, East African Road, Banda, Kyambogo requires the service of dedicated, competent, innovative and result oriented individual for employment for the post below.

Job Title: Administrative Assistant

Number of Vacancy: One (1)

Terms: Contract Basis

Reports To: PSU Secretary

Supervisory responsibility: None

Location: Pharmaceutical Society of Uganda, Kampala.

**Duties and Responsibilities**

- Support in organising and managing the daily and smooth running of the administrative functions of the Society.
- Maintenance of records including electronic records of the society and ensuring that the system is in place for their storage, updating, easy retrieval, confidentiality and control of their access.
- Compiling and filing minutes of various meetings of the Society.
- Compiling and filing minutes of various meetings of the Society.
- Assist in responding to correspondences including emails and maintaining records of the same.
- Maintaining adequate levels of office inventory and ensuring their timely replenishment and prudence in their usage.
- Ensuring appropriate usage of Society resources.
- Coordinating with various heads in organizing Society activities and meetings.
- Assisting in drafting of reports and preparation of Society documents.
- Coordinating logistics for the Society activities such as support in the supervision project activities, among others.
- Maintaining the Secretary's and Societies' diaries of activities and assisting in making follow-ups on the execution of the PSU annual work plans.

- Assisting in provision of status updates on PSU activities on a weekly basis.
- Handling of front desk duties in the absence of the front desk personnel.
- Support research and development grants, proposal writing and project implementation.
- Any other duties assigned from time to time..

### **Requirements and skills**

- Must possess a Bachelors Degree in Business Administration, Secretarial Studies, Social Work & Social Administration or any other relevant Degree from a recognised University.
- Proven experience as an Administrative Assistant or related roles for at least 2 years.
- Knowledge of office management systems and procedures.
- Working knowledge of office equipment, like printers and fax machines.
- Computer proficiency in MS Office (MS Excel and MS PowerPoint, Word).
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.

### **Other Skill Requirements:**

- Good communication and excellent inter-personal skills.
- A team player, responsible, diplomatic and confident at dealing with people at all levels of different backgrounds.
- Good analytical skills.
- Planning skills and attention to detail.
- Ability to work under minimal supervision and deliver within tight deadlines.
- Approachable and willingness to listen.
- Ability to work under pressure and on irregular working hours.
- A demonstrated ability to multi-task and quickly process information.
- An impeccable professional standard of finance and procurement ethics as well as the willingness and ability to enforce compliance.

Work Hours: 8 Hours per day

Experience in Months: 24

### **Job application procedure**

Hard copies of application, accompanied with a detailed Curriculum Vitae, certified copies of certificates / testimonials and three referees, one of whom must be from your current previous employer should be submitted to the address below or sent via email to [psupc@psu.or.ug](mailto:psupc@psu.or.ug) not later than Friday, October 27<sup>th</sup>, 2023, 5:00pm

The Secretary,  
Pharmaceutical Society of Uganda  
Pharmacy House, Plot 1847, Banda Kyambogo  
P.O. Box 3774, Kampala  
PSU is an equal opportunity employer