Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title
Administration Specialist-Uganda

Job Location
Kampala

Category
-

Job Type
Full Time

Job level
Intermediate

Industry
-

Open to Expatriates
Open to Expatriates & Local Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
-

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

Summary

We are seeking an Administration Specialist who plays a key role in ensuring the smooth and efficient functioning of the company's administrative and support operations. This includes managing office facilities, procurement support, logistics, vendor coordination, asset management, and compliance with Ugandan statutory requirements. The role demands a high level of professionalism, attention to detail, and the ability to operate effectively in a fast-paced corporate environment.

Responsibilities

- Office & Facility Management
- Oversee day-to-day office operations to ensure a clean, safe, and professional work environment
- Coordinate office maintenance, repairs, security services, and utility management
- Ensure that all office facilities comply with health and safety regulations in line with Ugandan labor and occupational standards
- Procurement & Asset Management
- Support the procurement process by preparing requisitions, vendor quotations, and LPOs in line with internal policies
- Maintain up-to-date records of company assets and equipment (including laptops, vehicles, phones, etc.)
- Conduct periodic physical verification of assets and coordinate disposal or replacement processes as required
- Vendor & Service Provider Coordination
- Manage relationships with office service providers (e.g., cleaning, courier, IT support, caterers, security firms)
- Ensure service contracts are up to date, tracked, and reviewed for performance and compliance
- Verify and process vendor invoices in coordination with Finance
- Travel, Logistics & Event Support
- Organize logistics for staff business travel including booking flights, transport, accommodation, and per diem processing
- Coordinate logistics and administrative support for corporate events, meetings, and training sessions
- Arrange vehicle scheduling and fuel management, and supervise company drivers
- Compliance & Documentation
- Ensure that administrative activities comply with Ugandan labor laws, URA requirements, KCCA by-laws, and relevant regulations
- Maintain proper filing systems for licenses, permits, insurance documents, leases, and other key records
- Support the renewal of business licenses, insurance, and other mandatory certifications
- Administrative Reporting & Support
- Track and report on administrative KPIs, cost control measures, and office resource utilization

- Prepare periodic reports on administrative functions for senior management
- Assist with office budgeting and expenditure forecasting for administrative functions

Education & Qualifications

- Bachelor’s degree in Business Administration, Management, Public Administration, or related field.

Requirements

- Minimum of 3–5 years of progressive experience in administration, preferably within a corporate/private sector environment
- Strong knowledge of Ugandan statutory and regulatory compliance, including occupational safety, licensing, and procurement practices
- Experience working with ERP systems, procurement software, or administrative tools (e.g., SAP, Microsoft Dynamics, Zoho)

Characteristics

- Strong organizational and planning skills
- Professional communication and interpersonal abilities
- Proactive problem-solving and decision-making
- Attention to detail and high ethical standards
- Ability to work independently under minimal supervision
- Confidentiality and discretion in handling sensitive information

Driving Licence

Not Required

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