



## Office Coordinator for PSK Foundation

The PKS foundation was established in Pamela's honor, to carry forward her values and passions by playing the role of change agent through leveraging innovation, technology, mentorships and capacity building that ultimately lead to equitable access to social services and improved wellbeing.

### **Overall Purpose**

The position is responsible for the administration of an efficient office/ project function, including but not limited to the book keeping, procurement, office operations, networking, fundraising and communication. This function leads the implementation of the foundation's work plan based on a 3-year strategic plan.

This position is responsible for the smooth and effective administration of the foundation and project operations.

### **Duties and Responsibilities:**

- Coordinate activities, resources, equipment and information
- Liaise with clients / stakeholders to identify and define project requirements, scope and objectives
- Make certain that clients' needs are met as the project evolves
- Prepare project proposals, timeframes, schedule and budget
- Monitor and track project's progress and handle any issues that arise
- Manage internal and external communications
- Develop and manager strategic partnerships
- Act as the point of contact and communicate project status adequately to all participants
- Use project management tools to monitor working hours, budget, plans and money spend
- Liaise with foundation lawyers / secretary to prepare legal paperwork.
- Regular reporting to the board of trustees with escalation of issues as needed
- Create and maintain comprehensive project documentation, plans and report
- Receive request and place orders for administrative supplies, stationery and other office requirements and ensuring effective cost controls are in place for this process.

### **Qualifications, Experience and Competencies required:**

- At least a Bachelor's Degree in Office and Information Management, Human Resource, Business Administration, Procurement and Logistics and related field. Experience in lieu of qualifications
- At least 3 years experience in Office/project Management and dealing with development partners.
- Ability to make quality work plans for daily activities.
- Ability to communicate and manage relationships
- Technical skills to effectively perform administration activities / tasks in a manner that consistently achieves high quality standards



## How to Apply

Applications can be submitted before **20<sup>th</sup> March 2017** online at <http://pksfoundation.org/careers/>

OR

Via email to [info@pksfoundation.org](mailto:info@pksfoundation.org) (Please attach CV)

OR

in person at Addressed **PKS Foundation** and delivered to

**SM Chambers.**  
**14 Hannington Road**  
**Kampala,**  
**Uganda.**

Only shortlisted candidates will be contacted.