

Administration Assistant Officer

Job Title:	Administration Assistant	Revised: June 2026
Department:	Finance and Operations	Job Family: Officer
Reports to:	Finance and Operations Coordinator	Grade: N/A
Location:	AAU	
Direct Reports:	Driver, Front Desk.	
Job Role		
Role Summary:	To develop, coordinate, implement and monitor procurement plans and procedures in accordance with the AAI/AAU Organisational policies.	

Key roles and responsibilities	
Key Result Areas	Duties and Responsibilities
1. Implementation of policies and standard operating guidelines	<p>Lead the implementation of policies and standard operating guidelines for procurement.</p> <ul style="list-style-type: none"> • Leads the implementation of policies and standard operating guidelines for general administration, (transport, travel and administrative logistical support to staff/visitors). • Takes lead in the development and implementation of procurement policies and procedures consistent with the need of AAU. • Develops and maintains records of stores and asset management (including Delivery Notes and Goods Received Notes). • Writes periodic reports in regard to the performance of the procurement plan as per the set performance targets
2. Procurement plans	<p>Develop and implement annual procurement plans in line with AAU's and PPDA's standards.</p> <ul style="list-style-type: none"> • Coordinates the implementation of contracts/procurement procedures; participate in bid openings, technical cost and cost evaluations; perform due diligence for awarded procurements • Reviews and categorizes user procurement needs, solicit and analyses quotations from suppliers, document and recommend the best provider for management action.

Key roles and responsibilities	
Key Result Areas	Duties and Responsibilities
	<ul style="list-style-type: none"> • Monitors progress of contracts/agreements execution as per the agreed terms. • Prepares and analyses tender documents in case of purchase by tender, recommend and act on awards to winners by preparing LPOs and having them approved. • Inspects the goods delivered and confirms that they conform to the required specifications and recommend for payment to suppliers. • Schedules and participates in minute taking of procurement meetings in line with the AAU Procurement policy. • Tracks the status of procurements, produces and circulates Procurement Status reports as per approved annual procurement plans • Maintains the overall integrity of the procurement filling system and processes • Travels to LRPs/field offices and project sites where necessary to monitor the delivery of procured goods to guarantee and inspect quality of goods acquired.
3. Security of assets	<p>Coordinate and ensure adequate security of people and Organization assets in line with Organizational policies.</p> <ul style="list-style-type: none"> • Monitors the security environment of the Organization to address risks to assets and enforces compliance to policy • Reviews the assets register to note down the assets in place, check record, engrave and carry out regular assets checks as per AAU policies • Periodically carries out assets audit to review the reliability and integrity of assets management information and make appropriate recommendations to management on how to curb the gabs • Tracks the usage of AAU assets and make recommendations to management regarding the replacements/replenishment and disposal in line with policies
4. Maintenance of premises	<p>Coordinate the maintenance of AAU premises in line with the AAU Policies.</p> <ul style="list-style-type: none"> • Maintains, keeps track of, and updates records and payment schedules/remittances of AAU premises including landlords' contracts, and their full addresses • Monitors the status of service providers' contracts and ensure timely payments/settlements • Coordinates the maintenance of AAU office furniture, other facilities and utilities
5. Implementation of policies and standard operating guidelines	<p>Lead the implementation of policies and standard operating guidelines for procurement.</p>

Key roles and responsibilities	
Key Result Areas	Duties and Responsibilities
	<ul style="list-style-type: none"> • Leads the implementation of policies and standard operating guidelines for general administration, (transport, travel and administrative logistical support to staff/visitors). • Takes lead in the development and implementation of procurement policies and procedures consistent with the need of AAU. • Periodically prepares and circulates vehicle usage plans in accordance with planned visits/ transport requirements. • Follows up the maintenance of fleet and maintain an updated schedule of vehicle maintenance records, comprehensive insurance renewal dates. • Writes periodic reports regarding the performance of the unit as per the set performance targets • Maintains an up-to-date status reports on all AAU vehicles including running costs, staff use etc.
6. Fleet management	<p>Maintenance of AAU's vehicle</p> <ul style="list-style-type: none"> • Periodically prepares and circulates vehicle usage plans in accordance with planned visits/ transport requirements. • Follows up the maintenance of fleet and maintain an updated schedule of vehicle maintenance records, comprehensive insurance renewal dates. • Maintains an up-to-date status reports on all AAU vehicles including running costs, staff use etc.
7. Keeping records stores	<p>Plan, Issue out items and maintain levels of stores, arrangement, monitor and keep up-to-date stores records</p> <ul style="list-style-type: none"> • Verifies the stock balances and initiates the order process, fill a procurement request form, forward for approval as required • Verify, receive and record stock • Updates and maintain all stock records according to policy guidelines • Carries out stock taking, arranges and carry out general cleaning • Reviews and recommends write off/disposal

Person specification	
	Educational qualification and experience
	<ul style="list-style-type: none"> • A bachelor’s degree in commerce, Procurement & logistics, Business Administration – major in procurement or a relevant course from a recognized university. • A postgraduate qualification in Procurement, Business Administration, or related field. • Training in Procurement and Logistics Management, CIPS, is an added advantage.
	Essential experience
	<ul style="list-style-type: none"> • At least three years of relevant work experience in a reputable and busy organisation preferably INGOs.
	Skills, Abilities and Competencies:
	<ul style="list-style-type: none"> • Planning and organising skills • Interpersonal and communication skills • Assets management skills • Task oriented and ability to work independently • Preparation and issuance of tenders • Ability to deal with suppliers • Ability to establish critical working relationships • Ability to promote and safeguard AAU policies

All Applications (Cover Letter, CV and certified academic documents as ONE DOCUMENT) should be sent via email to Vacancies.Uganda@actionaid.org clearly addressed to the Human Resource Officer, ActionAid Uganda, Plot 2514/2515 Ggaba Road, Kampala, not later than **Monday 22nd June 2026 by 13:00hrs**. We will respond to **ONLY** shortlisted Candidates.