

AMDA EXECUTIVE COORDINATOR

The Archdiocese of Mbarara Development Association (AMDA) is an umbrella association uniting all Christians that hail from Mbarara Archdiocese living in Kampala and Surrounding areas such as Entebbe, Mukono, Wakiso and Jinja. It stands on 7 Pillars as its Core Values of Unity, Spiritual Development, Leadership Development, Economic Empowerment, Education, Health & Wellness and Environmental Sustainability.

AMDA has now grown in numbers and its operations over the years and now seeks to fill a newly created position of the AMDA Executive Coordinator.

AMDA invites applications from suitably qualified candidates to fill the vacancy of AMDA **Executive Coordinator**.

Post: AMDA Executive Coordinator.

Reports to: Secretary General - AMDA

Duty Station: Kampala, AMDA Office

Contract Duration: 18 months contract, renewable based on satisfactory performance against agreed targets and availability of funds

Salary Range: UGX 18,000,000 to UGX 24,000,000 per year (Gross)

Age: Below 35 years

Scope of Work

The AMDA Executive Coordinator will work under the general direction of the Secretary General. The incumbent will be responsible for providing an efficient and responsive administrative, organizational and logical support to the AMDA Secretariat along with ensuring the smooth management of the day to day affairs in a well-organized and timely manner.

Duties & Responsibilities

- I. Coordinate AMDA activities stipulated on the Annual planner, Follow through action plans of AMDA councils and be the linkage with AMDA ExCo and the Councils. Ensure regular meetings such as monthly/quarterly reviews, budget meetings and performance discussions with individual councils are proactively booked
- II. Run and Maintain an information desk on all AMDA events, Masses and daily at the AMDA office
- III. Mobilise resources for AMDA operations and projects
- IV. Provide liaison services for the AMDA Rubaga project and keep a record of progress, Monitor and report on progress monthly

- V. Maintaining liaison with key external stakeholders, following up on commitments and coordinating feedback.
- VI. Maintain a file of AMDA Financial transactions and generate financial reports on behalf of the AMDA Treasurer
- VII. Arrange and handle all logistics for meetings and events such as schedule meetings; draft agendas; develop, compile, and distribute presentation materials.
- VIII. Take record of meeting minutes on behalf of the Secretary-General. Follow-up with relevant personnel on the status of key actions agreed upon in the previous meeting and appraise the Secretary General of the same
- IX. Manage all communication responses for the office of the AMDA Chairman and Secretary General including emails, letters and any other formats as may deem fit. Draft responses to communications/correspondences and following up appropriately
- X. Work as the Point of contact for AMDA Day to Day activities
- XI. Assist in compilation of reports and presentations on behalf of the ExCo
- XII. Maintain a filing and recording system. Responsible for retrieval, retention, storage, coding, and updating of AMDA's office records and archives.
- XIII. Complete a broad variety of administrative tasks that facilitate the Chairman's ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with outside parties; composing and preparing correspondence; and maintaining contact lists
- XIV. Work closely with the Chairman and AMDA ExCo to keep them well informed of upcoming commitments and responsibilities:
- XV. Maintain open communications with the Council leaders and provide information and documents as needed
- XVI. Assist the office of the Secretary general in maintaining and updating the AMDA Members database
- XVII. Maintain and update an AMDA Assets inventory
- XVIII. Liaise with Parish coordinators to mobilise and recruit members to AMDA
- XIX. Support the office of the Treasurer with procurements following AMDA procurement guidelines
- XX. Develop Draft Concept papers for special projects from Time to Time
- XXI. Ensuring compliance with regulatory requirements at the Company Registry
- XXII. Any other duties as maybe assigned

Qualifications, Experience, and Competencies

- A degree in any discipline with at least 3 years of strong executive support experience in a reputable organization.

- A postgraduate qualification or professional qualification will be an added advantage.
- Expert proficiency with MS Office, desktop publishing software, and ability to design and edit graphic presentations and materials.
- Demonstrated experience working in an executive office with senior management
- Demonstrated multi-tasking, time management, and interpersonal skills
- Excellent Communication skills (both written and oral)
- Exceptional organizational skills with impeccable attention to detail.
- An understanding of project management is an added advantage
- Ability to execute work with a diversity, equity, and inclusion lens
- Excellent verbal & written Communication
- Excellent Interpersonal/human skills
- High level of Organizational /Time Management skills
- Ability to manage multiple tasks simultaneously
- Ability to maintain confidentiality
- Flexible, proactive approach to work
- MUST be an AMDA Member

How to apply:

Applications should be sent to info@amda.ug with a copy to amdasg2224@gmail.com by 10th May 2023