

AMDA EXECUTIVE COORDINATOR ADVERT

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: Executive Coordinator

Reports to: Secretary General - AMDA

Duty Station: Kampala, AMDA Office

Contract Duration: Two-year contract renewable based on satisfactory performance against agreed targets and availability of funds

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.
- ii. Work as a point of contact, run and maintain an information desk on all AMDA events, Masses and daily at the AMDA office.
- iii. Provide liaison services for the AMDA Rubaga project and keep a record of progress, monitor and report on progress monthly.
- iv. Maintain a file of AMDA Financial transactions and generate financial reports on behalf of the AMDA Treasurer.
- v. Arrange and handle all logistics for meetings and events such as schedule meetings; draft agendas; develop, compile, and distribute presentation materials.
- vi. Take record of meeting minutes on behalf of the Secretary-General and follow-up with relevant personnel on the status of key actions agreed upon.

- vii. Manage all communication responses for the office of the AMDA Chairman and Secretary General, AMDA Councils including emails, letters and any other forms of communication and engagements.
- viii. Assist in compilation of reports and presentations on behalf of the Executive Committee (ExCo).
- ix. Maintain a filing and recording system. Responsible for retrieval, retention, storage, coding, and updating of AMDA's office records and archives.
- x. Assist the office of the Secretary General in maintaining and updating the AMDA Members database.
- xi. Maintain and periodically update an AMDA Assets inventory.
- xii. Liaise with Parish Coordinators to mobilise and recruit members to AMDA
- xiii. Support the office of the Treasurer with procurements following AMDA procurement guidelines.
- xiv. Develop Draft Concept papers for special projects from Time to Time
- xv. 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
- 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 sgamda25@gmail.com by Friday 10th April 2026.