



## **INTER-UNIVERSITY COUNCIL FOR EAST AFRICA P.O. BOX 7110, KAMPALA, UGANDA**

### **1. Background Information**

The Inter University Council for East Africa (IUCEA) is a strategic institution of the East African Community (EAC) responsible for coordinating the development of human resources and research in the region. IUCEA is charged with a number of responsibilities among them being to coordinate academic and research activities jointly undertaken by Partner states and member university institutions. The main objectives of IUCEA are to (i) facilitate networking among universities in East Africa, and with universities outside the region; (ii) provide a forum for discussion on a wide range of academic and other matters relating to higher education in East Africa; and (iii) facilitate maintenance of internationally comparable education standards in East Africa so as to promote the region's global competitiveness in higher education.

In order to fulfill its current mandate and to meet all its objectives and planned activities, IUCEA now wishes to recruit one staff at the Secretariat for the post of **Senior Personal Secretary (G5)**. Applications are invited from qualified Ugandan nationals.

### **2. Description of the Position**

**Job Title:** Senior Personal Secretary  
**Salary Grade:** G5  
**Reports to:** Executive Secretary  
**Office:** Executive Secretary's Office

### **Duties and Responsibilities**

- (a) Managing the Executive Secretary's office, providing secretarial services and ensuring security of the office and information
- (b) Providing administrative support for official travel arrangement, including itinerary, clearance, tickets and other necessary documents for the Office.
- (c) Arranging for timely requisition for office supplies and stores
- (d) Facilitating information sharing between various Offices and stakeholders
- (e) Preparing high quality briefing materials for meetings and appointments and taking minutes and dictation
- (f) Coordinating office functions with other Executive offices/Divisions
- (g) Receiving, attending to and direct customers/visitors appropriately
- (h) Drafting responses to correspondences for the Executive Secretary
- (i) Maintaining good customer relations with employees, customer and the general public

- (j) Arranging appointments and meetings as appropriate, including arranging agendas and programmes for meetings under the Executive's docket and make follow-up on deadlines, commitment made and action taken
- (k) Creating and maintaining appropriate record and filing sub-system for the Office
- (l) Responding to/directing incoming/outgoing calls/mails and liaise with the Registry in regard to incoming and outgoing correspondence
- (m) Transcribing and drafting official correspondences, memoranda etc.
- (n) Recommending appropriate system for streamlining office operation
- (o) Performing any other duties as Management may assign from time to time

### **Job Performance**

You are expected to effectively contribute to the efficient performance of IUCEA as the strategic institution of the East African Community responsible for the development and coordination of higher education and research for supporting the region's socio-economic development and regional integration.

### **Key Competencies**

- (a) Travel and office supplies records
- (b) Timely response to customers/visitors needs
- (c) office diary well maintained and updated
- (d) Draft responses to correspondences as agreed with the Executive
- (e) Good customer relations with employees, customer and the general public
- (f) Logs of appointments and meetings arranged and facilitated
- (g) filing sub-system for the Office in place
- (h) incoming and outgoing correspondences register
- (i) Records/Minutes of dictations, meetings, transcriptions and correspondences

### **Academic and Professional Qualifications**

- (a) A Minimum of diploma in Secretarial Studies. A Bachelor's degree in Secretarial Studies is an added advantage.
- (b) Diploma in Computer Studies covering Microsoft office will be added advantage.

### **Working Experience**

- (a) Minimum 10 years' experience, with minimum 5 years' experience managing an Executive Office
- (b) Also skills in typing of at least 80wpm and shorthand 120wpm

### **3. Tenure and Remuneration for the three positions**

The successful applicant shall serve for a term of 5 years, renewable upon satisfactory performance. A comprehensive remuneration package commensurate with the EAC Job offers shall be offered to the suitable candidate. Additional details on this package may be obtained from the undersigned.

**4. Age Limit:** Not more than 50 years.

### **5. Notification**

The successful candidate shall be notified of his/her appointment by the first week of July 2018.

## **6. Submission of Applications**

The deadline for submission of applications to the IUCEA Secretariat is **Friday 18<sup>th</sup> May, 2018**. Three copies of application letters should be accompanied with the following:

- (i) Certified copies of the applicants certificates, diplomas or degree awards
- (ii) Up to date and comprehensive Curriculum Vitae
- (iii) Addresses of three referees, one of which should be the current immediate supervisor.

Applications marked "**APPLICATION FOR THE POST OF SENIOR PERSONAL SECRETARY in soft or hard copy (by hand or courier) be addressed to:**

The Executive Secretary  
Inter-University Council for East Africa  
Plot M833, Kigobe Road, Kampala, Kyambogo  
P.O. Box 7110, Kampala, Uganda  
Tel: +256 773181662  
**Email: [recruit@iucea.org](mailto:recruit@iucea.org)**