



UGANDA LIBRARY AND INFORMATION ASSOCIATION (ULIA)

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Kampala
E-mail: info@ulia.or.ug Website: www.ulia.or.ug/

27th June, 2022

ULIA VOLUNTEER ADMINISTRATIVE ASSISTANT NEEDED

The Uganda Library and Information Association (ULIA) is seeking for a Volunteer Administrative Assistant.

He/ She is expected to play an important role in organizing, managing and keeping the office running throughout the year.

Qualifications and Person Specifications

- Should have either a Bachelors in Library and Information Science or Bachelors in Records and Archives Management.
- Should be a current paid up ULIA Member.
- Should be based in Kampala.
- Must possess a personal laptop.

Duties and Responsibilities

- Coordinate, manage the day-to-day operations and administrative functions of the office.
- Open and managed the ULIA Secretariat Office and assist the Executive with all aspects of logistics, equipment and storage.
- Handling and managing ULIA records whilst ensure their safety and confidentiality.
- Dispensing incoming mail and organizing outgoing mails including preparing
 - bulk mails
 - Updating and maintaining of mailing lists.
- Maintaining appropriate interpersonal relationships with members.
- Facilitating special events registration and execution.
- Traveling for short business trips whenever the need arises.
- Booking Venues, Scheduling meetings or appointments
- Arranging for travels.
- Perform any other duties as assigned by the Executive Chairperson and the General Secretary

Required Skills

- Website skills
- Photography
- Marketing
- Database Management Skills
- Communication skills (both written and verbal)
- Problem-solving
- Organization and planning
- Attention to detail
- Customer care
- Phone Etiquette
- Discretion
- Adaptability
- Proactive
- Familiarity with MS Word Packages
- Highly team-oriented

Please send application to generalsecretaryulia@gmail.com

Deadline: 30th June 2022 at 5:00 p.m