

VACANCY ANNOUNCEMENT

Vacancy Title: PA/Executive Assistant to the GO

Organisation: World Trumpet Mission, Located at the Nation's Prayer Mountain, Seguku Uganda.

Contract Type: 1 year, renewable.

Contract Type: Full time.

Job Summary

Reporting to the Global Overseer (GO), the PA/Executive Assistant to the GO (PA/EA) is key in supporting the delivery of smooth and cost-effective company programme operations through provision of high level-administrative and logistical support and the smooth running of the GO's /Executive Office. S/he is also responsible for serving as GO liaison with the Board of Directors, WTM management, staff and other external stakeholders.

The role will have a critical obligation to work closely with WTM leadership team to ensure that all financial documentation prepared and submitted to WTM Management Team is correct, complete and appropriate.

Responsibilities

1. Global Overseer's Diary Management.
2. Executive Meetings Support/Management.
3. Record and Correspondence Management.
4. Administrative/ Operational Support.
5. Travel Support.
6. GO's Office Management.

Requirements, Qualifications & Experiences (essential/desirable)

- A degree in Business Administration or any other related discipline. Training in secretarial services and or a Master's degree will be an added advantage.
- A minimum of 5 years' experience supporting in high/ executive level office administration and management in a business environment, including at least 3 years in administrative/secretary support roles.
- Experience in supporting at Executive level with demonstrated understanding of the job requirements.
- High level of confidentiality with strong integrity given the nature of documentation to be handled.
- Ability to prioritise and multi-task with working experience in a busy environment will be an added advantage.
- Demonstrated experience of initiating and maintaining support systems in an office environment.

- Excellent communication and interpersonal skills.
- Proven administration and secretarial skills with excellent attention to details.
- Experience in organizing high level, large scale events, including international events.
- Good IT skills and working knowledge of Microsoft Office.
- Ability to meet deadlines while working under minimal supervision.
- Excellent Planning and Organisation skills
- Flexibility.

How to apply

Suitably qualifying candidates should send through their applications including a cover letter, CV and Academic documents as one PDF electronically through the below email: hr@worldtrumpetmission.org, **including the job title as the subject**. Hard copies shall not be accepted. Late applications and those that do not have a CV or certificates attached will be disqualified.

Deadline for receiving applications

The deadline for submitting applications is **Aug 2, 2024, not later than 5:00pm**.

Due to high volumes of applications we envisage to receive, only shortlisted candidates shall be contacted. This is an urgently required position therefore all applications shall be reviewed on a rolling basis.

WTM provides equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class and therefore complies with all applicable laws governing nondiscrimination in employment. WTM has zero-tolerance to any form of exploitation, harassment, abuse, fraud and corruption, in addition to other safeguarding aspects.

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