

Uwazi Program Assistant-Job Description

Overall responsibility:

Support Uwazi to effectively achieve its goals and deliver on its outputs and work plans by overseeing administrative, communication and data collection, and learning and monitoring needs.

Specific Responsibilities

Under the overall guidance of Uwazi manager

- Ensure all files and documentation of administrative nature in Uwazi unit (contracts, invoices, and activity reports) are well organized and kept up to date.
- Ensure that key documents, contracts and management reports are checked for quality, accuracy, compliance with documentation standards, policies and procedure and advice as appropriate.
- Assist in closing the documentation cycle in contract management and payment processing.
- Take care of relevant logistics relating to organization of meetings with third parties.
- Draft letters and undertake basic correspondence for and on behalf of Uwazi.
- Oversee the distribution of Uwazi information products to intermediaries/ third partners.
- Assist Uwazi in development and production of communication materials including for Uwazi web pages and with translation of materials between English and Swahili.
- Support data collection, indexing and filing of documentation and maintenance of the Uwazi documentation database for ease of reference.
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General Responsibilities

- Successfully implement above responsibilities and assigned activities (and associated budgets) in work plans, consistent with Twaweza Policies.
- Contribute effectively to planning, monitoring, reporting and information dissemination of Twaweza's work.
- Comply with and foster adherence to the established Twaweza policies, regulations, guidelines and procedures.
- Undertake any other lawful tasks as may be assigned by the Supervisor.

Qualifications and experience

- A bachelor's degree in public/business administration, management, communication, documentation science, or other related discipline.
- At least two (2) years of relevant professional experience.
- Excellent organizational, interpersonal skills and ability to work in a team.
- Ability to work quickly and under pressure and demonstrable attention to details.
- Excellent written and verbal communication skills in English and /or Swahili.
- Demonstrable computer proficiency including use of MS office applications and typing skills.

To apply for this position, please submit your **CV (max 4 pages)** to jobs@twaweza.org, including a **cover letter** explaining your interests/motivations to work for Twaweza, and **2 samples of your written work** and names of **3 referees**, in MS Word or PDF file. In the subject of your email write your name and the position you apply for.

Closing date

12nd January 2012 and will remain open until position is filled. Only shortlisted candidates will be notified to appear for interviews.