



We Are Hiring

1. Position: Administration Officer

Reports to: Head of Finance & Administration

Duty Station: NOGAMU Secretariat, Kampala,

Background:

The National Organic Agricultural Movement of Uganda (NOGAMU) promotes, coordinates, and supports the development of the organic agriculture sector in Uganda. As the movement grows, there is need for efficient administrative and logistical support to strengthen membership service delivery, stakeholder coordination, and institutional management.

The Administrative Officer will play a central role in contributing to the organization's operations and efficiency.

2. Purpose of the Position

The Administration Officer will ensure effective and efficient day-to-day management of administrative, human resource, membership and logistical functions of NOGAMU to support smooth operations and achievement of organizational goals.

3. Key Responsibilities

A. Office Administration

- i. Ensure smooth running of office operations, utilities, supplies, and services.
- ii. Maintain records, correspondence, and filing systems (both electronic and physical).
- iii. Coordinate procurement of office supplies, equipment, and services in line with policies.
- iv. Ensure safety, security, and proper use of office property and assets.

B. Human Resources & Staff Support

- i. Maintain updated staff records, leave management, and attendance registers.
- ii. Ensure compliance with HR policies, staff welfare, and health & safety guidelines.

C. Logistics & Events Coordination

- I. Organize meetings, workshops, conferences, and travel logistics.
- II. Manage office fleet and ensure proper use and maintenance of vehicles.
- III. Support coordination of field visits and stakeholder engagements.

D. Communication, Membership & Stakeholder Support

- IV. Act as the first point of contact for visitors and inquiries.
- V. Support internal communications among staff and with stakeholders.
- VI. Provide administrative support to Finance and program teams as needed.

4. Deliverables / Expected Outputs

- I. Well-functioning administrative and HR systems.
- II. Accurate and up-to-date records and reports.
- iii. Efficient logistical support for meetings, events, and field activities.
- iv. Compliance with statutory and policy requirements.
- V. Timely staff, membership and stakeholder support.

5. Qualifications & Experience

- ✧ Bachelor's degree in Business Administration, Human Resource Management, Public Administration, or related field.
- ✧ At least 1 years' relevant work experience in administration or HR in an NGO or corporate setting.
- ✧ Knowledge of Uganda's labor laws and HR best practices.
- ✧ Strong organizational, multitasking, and communication skills.
- ✧ Proficiency in MS Office packages and office management systems.

6. Duration of Assignment

The Administration Officer will be engaged for an initial period of 1 year, on a full-time contract basis, renewable subject to performance and availability of funding.

How To Apply

Send your Application and Curriculum Vitae to admin@nogamu.org by 30th September 2025.