



International Gorilla
Conservation Programme

(Coalition of Fauna & Flora International and WWF)

JOB DESCRIPTION

Position title:	Administrative Assistant Intern
Reports to:	W4V Project Officer – Uganda
Supervises:	-
Duty Station:	Kisoro, Uganda
Grade:	-
Contracted by:	International Gorilla Conservation Programme
Date:	June 6, 2019
Duration:	3 months

I. Goal of the Position:

To provide support to ensure the timely and successful implementation of specific W4V activities (Integrated Water Resource Management, landscape restoration, Integrated Farm Planning (PIP), NWSC extension) in Uganda.

II. Major Functions:

The Administration Assistant Intern will be responsible for providing administrative and secretarial assistance in general, support project implementation and day-to-day liaison with the W4V Project Officer.

III. Major Duties and Responsibilities:

Specific tasks:

- Mobilise local community members to attend meetings;
- Provide support in the organisation of meetings, training sessions and any other events;
- Coordinate various activities ensuring that all requirements are met, and activities are carried out on time;
- Write reports detailing the progress of tasks given;
- Compiling weekly activity best practices to update the W4V websites through the Communications Officer.
- Liaise on a day-to-day basis with the W4V Project Officer on the implementation of project activities;
- Perform any other administrative tasks and duties as required by the W4V Project Officer;

- Perform any other duties as required by the W4V Project Officer.

IV. Profile:

Required Qualifications

- Ugandan citizen;
- Minimum BSc in community development, social work, social sciences, public administration and management, community and adult education, and any other relevant fields from a recognized University / Institution.
- Minimum of 3 years of outstanding relevant experience of working with either NGOs and Local Government.
- Must be knowledgeable about the local government structures, line district departments and how they support project activity implementation
- Experience in providing assistance in project coordination and implementation;
- Language capacity in English and Rufumbira, required;
- Computer literacy (Microsoft Office, Lotus Notes, Internet) is essential.

Required Skills and Competencies

- Ability to work independently under minimal supervision, and to maintain flexibility in working hours;
- Working with multi-cultural team members and government leadership structures
- Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner;
- Demonstrated ability to coordinate tasks to meet deadlines and achieve results;
- Ability to write reports and communicate in a clear and concise manner;
- Adhere to IGCP's values: Respect for diversity, Team work, Integrity, Initiative, and Dedication.

This internship description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from the intern. Other tasks may be assigned as necessary according to project needs.

Prepared by IGCP Director: _____ Date: _____

Accepted by Project Coordinator: _____ Date: _____

Accepted by Staff Member: _____ Date: _____