JOB DESCRIPTION

Position Title : Project Messenger

Reports To : Project Finance & Administration Officer

Supervises : None

Location : Kasese

Grade : A1

I. Mission of the Department:
To ensure the development and implementation of the WWF Uganda Conservation Strategy to the highest standards.

II. Major Functions :

The Project Messenger will be responsible for the general office cleanliness. Ensuring that the office ambience is clean and neat at all times. Working with the administration function, the Messenger will handle minor repairs around the office; handle basic secretarial work like photocopying. Internally the position will work with the Project Finance and Administration Officer.

III. Major duties & Responsibilities

- Ensuring that office premises are clean at all times.
- Preparing and serving tea or any other meals during official hours and meetings.
- Collecting and delivering mail and other communications from and to the post office, government agencies and other institutions in the absence of a driver.
- Help in the supervision of any minor repairs that need to be done in the office.
- Assist the administration department by obtaining information required from government agencies and suppliers.
- Packs materials received for dispatch, affixes labels, inserts materials in envelopes and franks outgoing mail.
- Other office duties such as photocopying, handling of in-coming/out-going phones, screening of visitors when called upon etc.
- Any other duties as deemed necessary.
IV. Profile

a) Required Qualifications

- Minimum of O – Level Certificate;

b) Required Skills and Competencies

- Training in Office Practice and Management will be an added advantage;
- Ability to speak Basic English Language;
- Good physical outlook with excellent interpersonal skills, a pleasant personality;
- A good team player;
- Flexibility to work outside normal working hours.
- Excellent interpersonal skills, pleasant personality;
- Adherence to WWF’s values, which are: Knowledgeable, Optimistic, Determined and Engaged.

c) Working Relationships

Internal: Interacts and works closely with the WWF UCO National Project Manager, project staff and core office administrative staff.

External: Interacts as required with governmental institutions, Civil Society Organizations, and other stakeholders, in collaboration with the Project Manager

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