

Job Title: Centre Administrator

Organization: Kampala Audiology & Speech Centre (KASC)

Duty Station: Kampala, Uganda

Reports to: Managing Director

Job Summary:

The KASC Administrator will be responsible for the effective administration and operation of KASC activities. He/she manages monthly budgets and communicates between departments to ensure smooth patient care with ability to handle any emergency situations effectively.

Qualifications, Skills and Experience:

- The applicant should hold a University Degree from a recognised Institution.
- At least three years' work experience in a supervisory role with a reputable organisation.
- Change management experience.
- People management experience particularly performance management, training and coaching.
- Planning and organising skills
- Analytical skills
- Effective communication skills
- Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook.

Personal Competencies:

Strategic thinking, Conceptual thinking, Leadership orientation, Results orientation, Personal integrity, Understanding others, Team management orientation, Concern for standards, Pro-active work ethics, Efficiency orientation, Development orientation, Flexibility towards circumstances and Logical thinking.

How to Apply:

- Send a CV which demonstrates that you are suitable for the job role including your contact information and three work related references in either Microsoft Word or PDF format to hr@kascentre.com.
- A one-page statement describing your suitability for the particular job role, in either Microsoft Word or PDF format.
- **Please do not attach any academic certificates.**

Deadline

Friday 29th April 2022