



VACANCY ANNOUNCEMENT

Positions Advertised:	Logistics Assistant (1) and Administrative Assistant (1)
Location:	Hoima, Uganda
Project Name:	USAID Integrated Child and Youth Development (ICYD) Activity
Application Deadline:	May 19, 2022
Anticipated Start Date:	Immediate

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

EDC is committed to equity, diversity and inclusion in the workplace.

Project Description:

The goal of the five-year, USAID-funded Integrated Child and Youth Development (ICYD) Activity is for Ugandan children and youth, especially the most vulnerable, to receive the support and services necessary to lead resilient, healthy, and productive lives.

The ICYD Activity is expected to achieve the following:

1. Children and youth have improved learning outcomes;
2. Children and youth are safe and healthy in their community and learning environments; and
3. Youth practice positive behaviors and are able to make informed decisions about their lives and relationships.

This Activity will address the mutually reinforcing relationship between improving learning outcomes and improving wellbeing and employ a comprehensive approach that merges PEPFAR/Orphans and Vulnerable Children strategy's strengths in acute vulnerability stabilization with education's broad protective effects.

EDC is currently hiring the following positions for the USAID ICYD Activity:

1. **Logistics Assistant** – The Logistics Assistant will be responsible for full logistical support for the Hoima Zonal Office. She or he will support activities related to provision and distribution of teaching and learning materials, the effective and efficient management of trainings and workshops and will

be the focal person for the management of assets, vehicle fleet, consumable supplies, and zonal office infrastructure maintenance and repair. The Logistics Assistant will report to the Hoima Senior Zone Manager with dotted-line reporting to the HQ Office Logistics Manager and HQ Office Operations Director.

Selected Required Skills:

- Secondary education required. A bachelor's degree or equivalent degree in a relevant field preferred.
 - Minimum 2 to 3 years' successful experience in a similar position.
 - Excellent skills in MS Word and Excel.
 - Experience working with USAID and PEPFAR funded projects will be an advantage.
 - Must be proactive, able to work independently and meet tight deadlines.
 - Excellent oral and written communication skills.
2. **Administrative Assistant** – The Administrative Assistant will support general administrative and clerical support including preparing letters and documents, receiving and sorting mail and deliveries, scheduling appointments. The successful candidate will be required to work with cross-functional teams within the organization across the country and reports to the Senior Zonal Manager.

Selected Required Skills:

- Minimum of a Secondary School Certificate. Certificate/Diploma in HRM, LGM or BA or other diploma or degree in a related field will be preferred.

- At least 1 years' experience in a similar position.
- Strong organizational and interpersonal skills and ability to work in a team-oriented setting.
- Working knowledge of standard office equipment, fax, scanner, and photocopier.
- Demonstrated experience using Microsoft Office Suite applications including Excel, Word, and Power Point preferred. Computer literacy is required.

Application Instructions:

To apply, Applicants are encouraged to visit the Careers Page at: <https://go.edc.org/UgandaPostings>

Applications submitted without a resume or CV will not be reviewed. Due to the volume of applications submitted, only finalists will be notified. No phone calls, please. **The application deadline May 19, 2022.**

EDC is an Affirmative Action/Equal Opportunity Employer committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.

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