



**We're  
hiring**

Vijana Corps (Vijana) is a dynamic, national youth-focused nonprofit organization that extends tools, platforms and safe spaces to empower the last-mile youth to be seen and heard in their struggles for social justice and equitable development in Uganda. Working through regional youth hubs established across the country, Vijana deploys social innovations, digital media, and technology as tools to advance youth participation in creative organizing, economic empowerment, and participatory leadership.



## Executive Assistant

### Role Summary

We are looking for an Executive Assistant to support the office of the Executive Director. The ideal individual is a self-motivated professional, capable of managing workloads and prioritizing tasks in a fast-paced, dynamic non-profit environment. S/he must have the ability to exercise good judgment in different situations, has excellent communication, administrative and organizational skills. S/he is resilient and can work independently on projects and understands the value of trust, confidentiality and discretion.

The roles and responsibilities will range from Executive support, Board and Senior Leadership liason, communications, Partnerships, and Outreaches.

### Who are we looking for?

Please send in your application if;

- You are organized, grounded and passionate about working in a fast-paced environment.
- You are excellent at writing and business communication
- You are able to consume, synthesise, interpret, and act upon large amounts of complex information within limited time.
- You are tech-savvy, or demonstrate interest in learning advanced operational and collaboration technologies.
- You are a high performer, understand deadlines and have strong organizational skills
- You have trusted interpersonal skills to build relationships with staff, board members, and partners, etc.
- You have proven ability to handle confidential information with discretion.
- You have atleast three years experience with either a nonprofit organization, or a busy corporate entity, preferably in administrative work.
- You are a dreamer, forward-looking thinker, and reasonable risk-taker

### How to apply

Submit an application pack with: A cover letter, CV, letters of recommendation from two professional referees, a copy of your national ID, and a copy of certificate of your highest academic qualification.

Address your application to;  
The Finance and Administration Manager  
Applications will be accepted until 5:00pm (EAT) on **Friday 20th August 2021** via **[apply@vijanacorps.org](mailto:apply@vijanacorps.org)**

Only shortlisted candidates will be contacted. If you do not hear from us by September 30th, 2021, you may consider your application unsuccessful.