



VACANCY ANNOUNCEMENT

Forum for Women in Democracy is a women's non-governmental organization based in Kampala. FOWODE birthed and launched SPEAK FM in 2012. The Radio based in Gulu aims to reach thousands of people in the greater Acholi and Lango sub-region, empowering them to champion issues of gender equality, democracy, participation and livelihoods through excellent broadcast for better choices.

SPEAK FM Radio wishes to add to her team in Gulu, a competent, results-driven, dynamic and self-driven individual and is seeking applications to fill the below;

Position: Administrator
Department: Finance and Administration
Reports to: Station Manager

Job Summary

Manage, maintain and coordinate the Station's Administrative, Finance and Front Desk roles.

Duties and Responsibilities

Front Desk and Administration

1. Receive visitors and maintain visitors' log and office phone list.
2. Monitor guests and inform appropriate employees regarding guest requests for the respective departments.
3. Scheduling and tracking appointments for the station team.
4. Handling internal communications such as office memos.
5. Attend, screen and divert all incoming calls and forward messages to appropriate staff.
6. Maintain accurate records for the office.
7. Request, store and account for the office supplies and stationery.
8. Supervise support staff e.g. Security Guard, Office Cleaner.

Finance

1. Bill and collect dues for all services offered by the station.
2. Account for all revenue received at the station.
3. Manage all station expenditures.
4. Establish and maintain appropriate internal control and safeguards.
5. Ensure accounting receipts and records are maintained in accordance with generally accepted auditing standards.
6. Carry out banking and bank reconciliations for Speak FM Account.
7. In consultation with the Finance and Administration Director, ensure timely payment of salaries, commission, fees and other regulatory fees and taxes.

Qualifications and experience

- The candidate should have an Ordinary Diploma or Bachelor's degree in business administration and at least 2 years working experience in administration.
- Administrative skills including knowledge and use of computers is an essential requirement.
- Skills and experience in basic Accounting and Front Office management is an added advantage.

Key competencies

- Excellent written and verbal communication skills
- Interpersonal skills
- Attention to detail
- Strong ability to multitask
- Excellent organizing and planning skills

Interested and qualified candidates should apply via the email below and submit their cover letters, a detailed curriculum vitae and copies of relevant academic documents to hr@fowode.org

Applications should be sent not later than Saturday, 28th May 2022 at 5.00pm. Please ensure that your attachments do not exceed 5 MB. Only shortlisted candidates will be contacted.