



CAREER OPPORTUNITIES

BACKGROUND

Safe Way Right Way Initiative Uganda is an NGO founded by Total Energies and world Bank to implement initiatives with an objective to reduce road traffic crashes on the Ugandan road Network.

The institution implements initiatives with an aim in improving the safety of people on Ugandan roads guided by the Safe systems approach. Strategic focus has been placed on building collaboration and partnerships with key stakeholders to prioritize funding for implementing safe systems. The narrative of African roads as prevailing death traps can be changed with continuous deliberations among the community of practice with focus on multi-disciplinary institutional engagement.

Safe Way Right Way is seeking to recruit suitable candidates for the positions listed below:

1. Job Title: Executive Assistant
Reports to: General Manager
Duty Station: Kampala

- Provide high-level administrative support to the General Manager (GM) to ensure efficient management of schedules, meetings, and communications.
- Manage the GM's calendar by scheduling appointments, coordinating meetings, and organizing travel arrangements.
- Prepare briefing materials, reports, presentations, and correspondence on behalf of the GM.
- Handle incoming and outgoing communications, ensuring timely responses and follow-ups.
- Organize internal and external meetings, including board meetings, donor meetings, and senior leadership team sessions.
- Prepare agendas, take detailed minutes, track action items, and ensure timely circulation and follow-up.
- Assist the GM in preparing reports and documentation required for strategic and donor meetings.

- Act as the primary point of contact between the GM and internal/external stakeholders, including staff, government agencies, partners, donors, and government agencies.
- Maintain professional communication and confidentiality on all matters related to the office of the GM.
- Support the dissemination of important organizational updates and decisions.
- Serve as a liaison between the GM's office and external stakeholders including legal firms, donors, and strategic partners.
- Support the GM in ensuring organizational compliance with statutory obligations (e.g., NGO Bureau regulations, URA, NSSF, Labour laws).
- Maintain an updated register of all contracts, legal documents, licenses, and ensure timely renewals.
- Assist in drafting and reviewing internal policies and governance documents to align with current laws and best practices.
- Support the GM in tracking organizational priorities, strategic initiatives, and special projects.
- Monitor deadlines and deliverables, ensuring the GM's office stays ahead on critical tasks.
- Coordinate cross-departmental projects at the GM's request, ensuring alignment with SWRW's goals.
- Oversee the administrative operations of the GM's office, ensuring it operates smoothly and professionally.
- Manage filing systems (electronic and hard copy) for confidential and general office records.
- Coordinate logistics for high-level visitors, training sessions, events, and special engagements.
- Conduct research, compile data, and prepare analytical reports to support the GM's decision-making.
- Ensure proper archiving of contracts, agreements, and strategic documents.
- Maintain databases and contacts lists for key partners, stakeholders, and government entities.
- Conduct legal research on road safety policies, labor laws, contracts, and regulatory frameworks/. impacting SWRW operations.
- Provide summaries, briefs, and recommendations to support decision-making by the GM and leadership team.
- Keep the GM updated on relevant changes in the Ugandan legal and regulatory environment that could affect operations.
- Ensure adherence to SWRW's policies on confidentiality, safeguarding, and risk management.
- Protect sensitive information and maintain the highest level of professionalism in handling organizational matters.

Key Skills and Competencies

- Excellent organizational and multitasking skills.
- Strong verbal and written communication skills.
- High-level proficiency in MS Office (Word, Excel, PowerPoint, Outlook).



- Strong problem-solving skills and attention to detail.
- Professional discretion and ability to handle sensitive information.
- Ability to work independently and manage competing priorities.

Required Qualifications

- Bachelor's degree in Business Administration, Management, Public Administration, or a related field.
- Training or certification in Executive Assistance, Office Administration, or Project Management is an advantage.
- At least **2–5 years** of relevant experience supporting senior executives or management in a busy environment, preferably within an NGO or donor-funded institution.
- Experience working in a fast-paced, multicultural environment is highly desirable.

HOW TO APPLY

All interested candidates are invited to send their applications a to email: careers-ug@safewayrightwayug.org not later than 23rd May 2025 with the Subject as the NAME – POSITION applied for.