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THE REPUBLIC OF UGANDA

**EMBASSY OF UGANDA**  
5911 Sixteenth Street, NW  
Washington, DC 20011-2896  
www.washington.mofa.go.ug

OUR REFERENCE:

## **JOB OPPORTUNITIES**

### **POSITIONS:**

- 1. ADMINISTRATIVE ASSISTANT/ RECEPTIONIST**
- 2. CONSULAR ASSISTANT**

Applications are invited from suitably qualified persons between the ages of 25 – 35 years to fill the above job vacancies at the Embassy of the Republic of Uganda, Washington D.C. Applications should be submitted to the following email address: **washington@mofa.go.ug** not later than Friday 25th March, 2022.

### **The Applicant:**

Applicants should have the following:

- i. A university degree or its equivalent;
- ii. Good command of written and spoken English;
- iii. High integrity; Interpersonal communication and computer skills;
- iv. Ability to Adapt to multi-cultural settings and work with minimum supervision;
- v. High regard for quality, standards and results;
- vi. Ability to handle clients and large volumes of paperwork;
- vii. Team Building skills.

### **How to apply:**

Applicants should scan and submit copies of the following documents with their application:

- a) Job application letter addressed to **H.E the Ambassador, Embassy of the Republic of Uganda, Washington DC**, indicating the position applied for;
- b) Copy of a university degree certificate or its equivalent;
- c) A Curriculum Vitae (CV) or Resume with two referees;
- d) Letters of recommendation from referees.

NB: Each attachment must not exceed a limit of 1MB, using portable documents format (PDF).

**Please Note:**

- a) Only applications submitted using the above designated email address will be considered.
- b) Only shortlisted candidates will be contacted.
- c) Shortlisted candidates shall be required to bring their original academic certificates, transcripts and letters of recommendation from referees, National Identity Cards (for Ugandans) and proof of legal residence and work permit for the U.S, to the oral interview.
- d) Applicants should be legal residents in the U.S with relevant work permit documents.

In case of any inquiry, contact Tel. No. +1-202-726-7100 or e-mail [washington@mofa.go.ug](mailto:washington@mofa.go.ug).

**1. Key Responsibilities for Administrative Assistant/Receptionist**

- i. Prepare and manage correspondences, reports and documents;
- ii. Organize travel arrangements;
- iii. Maintain schedules and calendars of official work;
- iv. Arrange and confirm appointments;
- v. Handle incoming mail and other materials;
- vi. Set up and maintain filing systems;
- vii. Maintain databases;
- viii. Answer and route in-coming calls appropriately;
- ix. Operate office equipment to execute official work;
- x. Receive Embassy visitors and clients in a professional manner;
- xi. Prepare refreshments for Embassy guests and official meetings;
- xii. Procure, manage and track office supplies and sundries;
- xiii. Take photographs of official Embassy activities and maintain a database of pictures/ photos for official use;

**2. Key Responsibilities for Consular Assistant**

1. Receive and record all applications for Visas and renewal of passports;
2. Ensure that all applications for Visas and passports meet the necessary requirements;
3. Handle enrolment and issuance of National Identity Cards to applicants;
4. Dispatch all processed documents in a timely manner;
5. Keep a register of incoming and outgoing documents and mails;
6. Assist the Consular Officer in processing and handling of applications for Visas, Passports, Emergency Travel Documents and authentication of documents;
7. Respond to Consular inquiries.