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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 OPPORTUNITY**

**EMBASSY OF THE REPUBLIC OF UGANDA  
5911 16<sup>TH</sup> STREET, NW  
WASHINGTON DC, 20011**

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

Applications are invited from suitably qualified persons within a minimum age of 20 years to fill the available 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](mailto:washington@mofa.go.ug). Deadline extended to Thursday 27<sup>th</sup> June 2024.

### **1. ADMINISTRATIVE ASSISTANT / RECEPTIONIST**

#### **a) Job Applicants should have the following Core Competencies:**

- i. Minimum of a High School Diploma, 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
- viii. Experience in a similar field is an added advantage

#### **b) Roles and Responsibilities**

The Employee shall perform the following key responsibilities;

- 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 as well as receiving visitors in a professional manner
- v. Handle incoming mail and other materials
- vi. Set up and maintain filing systems, maintain databases and make requisitioning of office stationery
- vii. Answer and route appropriately all in-coming calls including taking messages
- viii. Operate office equipment to execute official work
- ix. Prepare refreshments for Embassy Staff and meetings
- x. Ensure there are sundry items for the Chancery at all times
- xi. Take photographs of official Embassy activities and maintain a database of pictures/ photos for official use
- xii. Adhering to Embassy operating policies and procedures
- xiii. Observing a decent dress code and maintaining a professional look
- xiv. Attend to any other duties as may be assigned by supervisor

## **2. CONSULAR ASSISTANT**

### **a) Job Applicants should have the following Core Competencies:**

- i. Minimum of a High School Diploma, 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

### **b) Roles and Responsibilities**

The Employee shall perform the following key responsibilities:

- i. Keep a register of incoming and outgoing documents and mails
- ii. Ensure that all applications for Visas, Passports, Emergency Travel Documents, Official documents for Authentication meet the necessary requirement
- iii. Handle enrolment and issuance of National Identity Cards to applicants
- iv. Dispatch all processed documents in a timely manner
- v. Maintain databases
- vi. Answer and route appropriately all in-coming calls
- vii. Assist the Consular Officer in processing and handling of applications for E-Visas, E-Passports, Emergency Travel Documents and Authentication of Official Documents
- viii. Operate office equipment to execute official work
- ix. Respond to Consular inquiries

- x. Prepare refreshments for Embassy guests and official meetings and ensure there are sundry items needed in the kitchen and offices at all times
- xi. Receive Embassy visitors and clients in a professional manner
- xii. Adhering to Embassy operating policies and procedures
- xiii. Observing a decent dress code and maintaining a professional look
- xiv. Attend to any other duties as may be assigned by superiors

### **3. DRIVER**

#### **a) Job Applicants should have the following Core Competencies:**

- i. Minimum of a Middle School Certificate 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
- viii. A good clean driving record with at least 2 years of driving experience
- ix. Valid Driver's License

#### **Roles and Responsibilities**

- i. Provision of transportation to Staff Members, Ministers/Officials, VIPs, and other Visitors
- ii. Carry out maintenance of the Embassy Official Vehicles by ensuring Vehicle logbooks, mileage sheets, gas and oil consumption are done in a timely manner while ensuring vehicles are kept clean at all times
- iii. Undertake deliveries and collections, perform general office deliveries, and/or undertake purchasing tasks
- v. Carry out minor maintenance duties that may be required
- vi. Reporting any accidents or injuries to Supervisors immediately
- vii. Following local, State and Federal driving laws and regulations
- viii. Keep time
- viii. Assist in set up for events when required
- ix. Adhering to Embassy operating policies and procedures
- x. Observing a decent dress code and maintaining a professional look
- xi. Assist with office Administrative tasks when required
- xii. Attend to any other duties as may be assigned by superiors

**All Job applicants for this advertisement should scan and submit copies of the following documents:**

- a) **Job application letter addressed to H.E the Ambassador, Embassy of the Republic of Uganda, Washington DC**
- b) Academic Transcripts and Testimonials
- c) A Curriculum Vitae (CV) or Resume with three references;

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 will be considered.
- b) Only shortlisted candidates will be contacted.
- c) Shortlisted candidates shall be required to bring along their original certificates, transcripts and letters of recommendation from referees, National Identity Cards (for Ugandans) and proof of legal residence and work permits for the US to the oral interview.
- d) **Job applicants SHOULD BE U.S. LEGAL RESIDENTS with documentary evidence of relevant work permits.**

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