



RE- ADVERTISED: CAREER OPPORTUNITY

Are you a young, energetic, self-driven person that is looking to enhance your career while serving others and most importantly God? Yes? We are looking for you!!

Do you also have: A Bachelors Degree in Human Resources Management/Business Administration and at least 2 years working experience handling matters to do with people in a busy organization? **Yes? We are looking for you!**

Why??

We have an opening for a **Human Resources Administrative Assistant** to serve at Watoto Ministries based at **Watoto Church-Downtown but with a willingness to work at any of the locations where Watoto Ministries has a presence**

Your role will entail but may not be limited to:

- Being responsible for the general administration of the office with special emphasis on documentation and records management.
- Preparing appointment letters, contracts, recommendation letters and other routine correspondence
- Maintaining employee file records up-to-date by handling changes in employee status in a timely manner.
- Preparing and distributing payslips to the Watoto team on a monthly basis
- Preparing monthly requisitions to ensure that the Human Resource office is well stocked with necessary requirements
- Supporting the Human Resources Administrators in following up on matters to do with the team members at Watoto.
- Participating in new employee recruitment and orientation and ensuring that all relevant documentation is collected from the relevant stakeholders.
- Timely reporting on HR related matters as requested.
- Taking minutes of meetings and other sessions of the department and ensuring that they are signed off, filed and that there is follow up on action points arising.
- Booking spaces for meetings, trainings and ordering / making preparations for the required refreshments, stationery, information packs etc

What Skills do you need to have?

Strong interpersonal skills, Commitment to work within a team environment, good communication skills, self-motivation, ability to multi task, innovation and creativity.

How do you express your interest?

Send your merged Cover Letter and CV (PDF, not more than 6 pages, less than 20MB), three names of referees and recommendation letter from your cell leader endorsed by your District Pastor to careers@watotochurch.com (Subject Line: HR- Admin Assistant- First Name, Last Name) not later than 7th February '17.

DEADLINE FOR APPLICATIONS: 7th February 2017

Only successful applicants will be short listed and contacted for interviews.