

# Watoto

JOB OPPORTUNITY

**Job Title:** Centre Administrator  
**Organisation:** Watoto Child Care Ministries  
**Department:** Watoto Neighbourhood  
**Duty Station:** Kampala and Gulu  
**Contract Type:** Full-time Contract  
**Reports to:** Programme Coordinator

**Watoto is a Christian childcare ministry committed to celebrating Christ and caring for vulnerable children and women in Uganda and South Sudan. Through childcare, education, discipleship, community development, and humanitarian initiatives, Watoto seeks to raise godly transformational leaders and restore hope to vulnerable communities.**

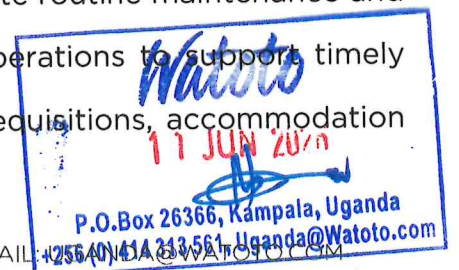
## Job Purpose.

The Centre Administrator provides comprehensive administrative, financial, operational, and coordination support to the Neighbourhood department and Team Leader, to ensure efficient departmental functioning and effective program delivery in line with internal policies and procedures.

## Key Responsibility Areas.

1. Prepare and process local and international invoices and follow up on outstanding payments in a timely manner.
2. Track and consolidate weekly cash advances and accountabilities while reviewing quarterly financial reports from the Finance team.
3. Monitor budget utilisation and expenditure variances to provide accurate financial insights for decision-making.
4. Manage petty cash by maintenance of accurate records and performance of timely reconciliations in line with financial procedures.
5. Coordinate procurement processes by preparation of requisitions and facilitation of approvals, completion, and submission within set timelines.
6. Facilitate the timely disbursement of payments to Neighbourhood service providers upon verification of completed work.
7. Support budget planning and execution by tracking administrative expenditures against approved allocations.
8. Enforce compliance with organisational financial policies, procedures, and internal control requirements across all processes.
9. Implement risk mitigation measures to minimise errors in invoicing, payments, and financial reconciliations.
10. Oversee office operations by management of records, documentation, and administrative systems supporting programs and operations.
11. Manage office supplies and administrative assets to ensure availability and efficient utilization.
12. Facilitate internal and external communication to support effective information flow within and outside the department.
13. Maintain an updated asset register and coordinate routine maintenance and repair of office equipment and facilities.
14. Coordinate procurement, logistics, and fleet operations to support timely transport, field visits, and delivery of supplies.
15. Arrange travel logistics, including movement requisitions, accommodation bookings, and fuel card management.

Watoto UGANDA



16. Organise meetings, manage departmental calendars, and coordinate events to enhance operational efficiency.

### **Qualifications, Skills, and Experience.**

- The applicant for the role should have a minimum of a bachelor's degree in Business Administration, Public Administration, or a related field.
- Minimum 3 years of progressive experience in administration, office management, or operations in an NGO, faith-based, or community development programmes.
- Demonstrated knowledge in financial management, which includes petty cash, budgeting, reconciliations, invoicing, and procurement.
- Experience in logistics coordination, office operations, and record-keeping systems.
- Proven ability to support program teams, manage stakeholder relationships, and coordinate multi-departmental activities.
- Proficiency in MS Office applications, data management tools, and systems.
- A committed, consistent, and disciplined Christian who demonstrates spiritual maturity and active engagement in discipleship, aligned with Watoto values.

### **Working at Watoto Ministries.**

Watoto is committed to safeguarding children and vulnerable adults, and all staff are expected to adhere to the safeguarding policy.

### **How to Apply.**

Suitably qualified and interested candidates can apply by following the procedures below.

1. Visit our website [www.watotochurch.com](http://www.watotochurch.com) and navigate to **join the team**.
2. Select [click here](#) to view the job details.
3. To apply, click the **Apply Here** button.
4. Complete the form and submit it once all sections have been filled out.

**Once you have completed the above step**, please email the following documents to [careers@watotochurch.com](mailto:careers@watotochurch.com): CV, academic documents, and a Church recommendation letter (**Subject Line: Job Title - First Name, Last Name**).

**Application deadline 28<sup>th</sup> June 2026.**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.**

*We are committed to equal employment opportunities.*

