

# Watoto

## JOB OPPORTUNITY

**Job Title:** Administrator, Watoto Church Nansana, Wakiso  
**Organization:** Watoto Church Ministries  
**Duty Station:** Watoto Church Nansana, Wakiso

Watoto Church and Child Care Ministries has experienced exponential growth in the past couple of years composed of multiple Celebration Centers (Campuses) and diverse Community care initiatives that include; Child Care, Community and Neighborhood, Education and FM Radio amongst others. In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

Watoto is seeking to recruit an **Administrator, Watoto Church Nansana, Wakiso** to provide support to the overall administrative operations of the Campus.

### Key Duties and Responsibilities (but not limited to)

- To assist in the management of the department budget, monitor expenditures and financial records reconciliation.
- To collaborate with the finance department to ensure accurate financial documentation and manage department petty cash.
- To compile a monthly income and expenditure report for all programs and ensure are within budget.
- To ensure department requisitions are within the approved budget and manage timely accountability of funds.
- To participate in the development of the annual procurement plan for the department in liaison with team leader based on the approved budget.
- To manage the department procurement requirements and make certain adequate supplies are readily available.
- To ensure that all the department's procurement operations are carried out in accordance with the procurement plan.
- To oversee the day-to-day operations of the office and manage office maintenance and assets management.
- To organise and manage the administrative preparation of internal and external department meetings, activities, appointments, required for the smooth running of operations.
- To coordinate and prepare periodic department reports in line with the organization's reporting guidelines and meetings calendar.
- To perform any other official duties as may be assigned by the line Manager.

### Qualifications, Skills, and Experience

- The applicant for the role should hold at least a minimum of a bachelor's degree in business administration, Finance, or any relevant field.
- At least a minimum of two years' working experience in a reputable organization.
- Excellent knowledge of MS Office 365 applications and knowledge of Microsoft Dynamics will be an added advantage.
- Outstanding Communication and Interpersonal skills.
- Should be result-oriented, initiative-taking, and able to work under minimum supervision.
- Excellent organisational and leadership skills with a high level of integrity.
- Demonstrate a high level of teamwork.



### How to Apply:

All suitably qualified and interested candidates can apply by visiting our website.

1. Website [www.watotochurch.com](http://www.watotochurch.com)
2. Go to the Join the Team section click **Apply**.
3. Under that, view the Job description and click on the link that reads; **Apply**.
4. Fill out the form that will be open and submit after all sections have been filled.
5. Submit your CV, academic and professional documents, and a cell/pastor's recommendation letter to [careers@watotochurch.com](mailto:careers@watotochurch.com) (Subject Line: Job Title - First Name, Last Name)

**DEADLINE: 19<sup>th</sup> /October /2023.**

**ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS.**

