



Economic Policy Research Centre (EPRC) is Uganda's leading policy research think tank dedicated to evidence-based analysis of economic and development issues. Its mandate is to provide policy-oriented research and other forms of analytical support to inform policy processes in Uganda. The Centre has repositioned itself as a Go-To Policy Think Tank—to be known globally for the work done locally.

EPRC uses resources from Government of Uganda and from other sources through its collaborative engagements with stakeholders. The Centre is searching for a qualified person with sound professional integrity to fill the position indicated below.

VACANCIES ANNOUNCEMENT

1. Job title: **Administrative Officer (1 position)**

Reports to: **HR & Administration Manager**

Main role

Provide Operational Human Resource and Administrative support to ensure smooth running of the Centre

Key Duties/Responsibilities

1. Attend to the day-to-day running of the office by timely provision of logistical support to all departments and events of the Centre, e.g. transport facilitation; availing equipment; stores /stationary management; travel bookings, ticketing; requisitions for items; etc
2. Supervise, coordinate and monitor all maintenance/ repair work of the Centre's premises and office equipment and ensure work is carried out in a timely manner and highest level of quality service and ensure value for money;
3. Monitor and ensure general maintenance of the Centre's utility needs - Electricity, plumbing, telephone system, cleanliness, safety (1st Aid);
4. Record keeping, management and maintenance of the archives (Ensure that the filing system of the Centre's administration records conforms to the Centre's Records' management policies & procedures)

5. Management of the Centre's fleet of vehicles by: ensuring that all Centre's vehicles are well maintained; operational; reviewing log sheets; tracking fuel usage of vehicles and make a critical analysis of vehicle maintenance to support Management's decision making processes
6. Support the HR function e.g. training and development, employee relations, management, health & job safety
7. Manage and coordinate all tasks relating to General staff meetings, such as taking minutes, follow-up action points, scheduling of the meetings.
8. Support the preparation and organization of events, meetings and activities in close collaboration with other responsible departments/ Units;
9. Manage Petty Cash by taking custody of petty cash, making petty cash payments, and making entries into the petty cash worksheet and balancing it. Manage daily liquidity position.
10. Perform other duties and tasks as may be assigned by Management
11. Supervise, guide and manage performance of the staff directly under his/her report

Person specifications; Educational qualifications and experience

1. A good Bachelor's degree in Business Administration; Public Administration, Office Management or in a related from a recognized University;
2. A master's degree qualification in any of the above related fields shall be added advantage.
3. At least 3 years of progressive professional working experience in the same/ similar position in a busy environment.
4. Broad knowledge and experience of general modern office administration and management,
5. Good computer skills in use of Ms Office operating systems and software and be familiar with the use of Internet, e-mail.
6. Demonstrated high degree of integrity and ability to maintain confidentiality
7. Very good knowledge of written and spoken English usage, spelling, grammar, and punctuation.
8. Excellent verbal and written communication skills, politeness and proactive
9. Ability to multitask, prioritize, and manage time efficiently, with ability to work under pressure to meet deadlines
10. Results oriented, organized, with ability to work well with management and staff at all levels;
11. Ability to work independently requiring minimum supervision.
12. Excellent interpersonal (team player/ability to work cross functionally) skills;

2. Job title: **Office Attendant (1 position)**

Reports to: **Administrative Officer**

Main role

Clean and maintain general cleanliness of the Centre's premises, gardens and compound and maintains office supplies and equipment

Key Duties/Responsibilities

1. Maintain daily cleanliness of offices, restrooms, staircases, furniture, and equipment.
2. Conduct monthly general cleaning of doors, windows, walls, carpets, and shelves.
3. Monitor and request replenishment of cleaning materials and toiletries.
4. Maintain the compound through mowing, trimming, watering plants, and managing flowerbeds.
5. Collect and dispose of rubbish appropriately.
6. Monitor and report faults, leakages, and breakages within the premises.
7. Support servicing and maintenance of cleaning and gardening equipment.
8. Liaise with service providers for routine equipment servicing.
9. Assist in managing stationery and office supplies in consultation with the Administrative Officer.
10. Issue approved stationery and maintain stock records.
11. Support organization of meetings, workshops, trainings, and other events.
12. Participate in team-building activities and promote organizational values.
13. Attend relevant trainings and meetings.
14. Perform any other duties assigned by Management.

Minimum Qualifications & Skills

1. Ordinary Level Certificate (A-Level is an added advantage).
2. Experience handling office equipment.
3. Good organizational, communication, and interpersonal skills.
4. Ability to work independently and as part of a team.
5. Physically fit and able to work outdoors when required.
6. Fluent in written and spoken English.

EPRC is an equal-opportunity employer. An application letter, accompanied by a detailed curriculum vitae (CV); names and addresses of three (3) referees (must not be an EPRC staff) and scanned copies of academic documents should be sent to the email address: jobs@eprcug.org not later than **15th January 2026 4 p.m.** East African Time. Only shortlisted candidates shall be contacted. Late applications shall not be accepted.

The Applicants must indicate clearly in the subject heading of both on email and their application letter the position applied for.