



NATIONAL HOUSING

NATIONAL HOUSING AND CONSTRUCTION COMPANY LIMITED

"HAPPY HOMES, BUILT TO LAST"

VACANCY ANNOUNCEMENT – INTERNAL ADVERT 01 OF 2023

National Housing and Construction Company Limited is Uganda's Leading Real Estate Developer with vast experience in developing, building and managing housing Estates for sell or let at economic rates. The Company, seeks to strategically place itself as the lead National Company in infrastructure development with a view of being a major player in the realization of the National Strategic development goals and strategies thereof.

In order to motivate and make use of skills developed within the Company, Management approved filling of the following Positions from **within (Internally)**. The Company, now seeks to recruit qualified persons with high levels of Integrity, dedication and commitment, geared towards driving the Company generated business, both in the short and long term.

Applications are therefore invited from suitably qualified persons to fill the following Positions;

No.	Job Position	Salary Grade
1.	Personal Assistant	- G6
2.	Administrative Officer	- G6

POSITION: PERSONAL ASSISTANT

Responsible to: Company Secretary
Responsible for: None

Job Summary: Responsible for the day-to-day management of the office of the Company Secretary by providing Administrative and Secretarial support to the office notwithstanding enabling both internal and external communication to Senior management, Board and others Stakeholders to enable the furtherance of National Housing & Construction Company Strategic objectives & goals.

Education, Qualification & Working Experience:

- a) Bachelor's degree in Business Administration or Secretarial studies or its equivalent from a recognised University/Institution
- b) Minimum of three (3) year's Work experience as a Personal Assistant or a similar position in a large and reputable Public or Private sector organization.

General and Behavioral Competencies:

- a) Strong written and verbal communication skills to draft, edit, correspondence, speeches and reports
- b) Decision making skills and results oriented personality
- c) High levels of integrity, responsibility and confidentiality.
- d) Ability to listen, be presentable and professional character.
- e) High standards of performance and Control of Quality
- f) High degree of initiative, priority and self-drive
- g) Team building skills (Initiative, tact, dispute resolution, good customer service, very good negotiation skills).

Key Duties and Responsibilities:

- a) **Drafting Internal Memos:** Drafts, edits and types letters and documents to ensure good quality of documents requiring the signatures of the Company Secretary
- b) **Cross selling:** Professionally interacts with customers for purposes of enhancing sales for the institution through availing information on all company products and services to drive growth (i.e. sale of condominiums) for NHCCL from where position is.
- c) **Managing Records:** Acts as custodian of sensitive files and retrieve records, attend to inbound and out bound calls to maintain efficient records and information management system in line with NHCCL's internal procedures and professional best practices.
- d) **Mail management:** Receives, opens, sorts and records incoming mail, drawing attention to the most urgent ones and dispatch outgoing mail to ensure timely distribution of incoming and outgoing mail, messages.
- e) **Schedules appointments:** Plans, requests for and schedules appointments for the Company Secretary with staff and customers in line with CS's diary and as may arise from time to time.
- f) **Feedback management:** Sends out invitations for the NHCCL functions, accepts or regrets invitations on behalf of the Company Secretary to efficiently plan and manage the schedule of activities, meetings from time to time.
- g) **Coordination & contact person:** Act as first point of contact to the Company Secretary's office and coordinate events and internal functions/gatherings with other departments within the company.



- h) **Complaint handling:** Attending to customer complaints, enquiries to ensure that exchanged information to and from the Company Secretary's office is accurate, unbiased as well as enquiries are responded to.
- i) **Ensure compliance to service standards:** Conducting the Personal Assistant duties in line with NHCCL's internal process flow standards and professional best practices especially related to customer confidentiality, respect and protection of company's sensitive information on daily basis.
- j) **Reporting:** Prepares and manages office reports related to customer experiences to relevant stakeholders within and outside the institution. Such reports may include: incident reports, referrals, business leads, transaction reports and other forms of feedback aimed at improving NHCCL's service standards and office of the CS to Senior Management, staff or board among others.

Position: Administration Officer

Responsible to: Head-Human Resource and Administration
 Responsible for: Directly Supervises-Hospitality Assistant, Security Assistant, drivers & Administrative Assistant)

Job Summary: The Administration Officer shall be responsible for supporting with planning, coordination, management and facilitation of the Company's administrative procedures related to workplaces, working conditions and safety of property and staff geared towards ensuring effective, smooth and results-oriented corporate administration for NHCCL in compliance with Labour laws, security; safety and professional best practices.

Education, Qualification & Working Experience:

- a) Minimum of Bachelor's degree in Social Sciences, Business Administration, or a closely related and relevant discipline from a recognized university/Institution.
- b) Additional qualifications in Project Planning and Management, or Business Management, from recognized institutions, are desirable.
- c) At least 3 years work experience as Administration Officer, or in a similar position, in a large and reputable Public or Private sector organization.

General and Behavioral Competencies:

- a) Excellent interpersonal skills and high level of customer care
- b) High level of honesty, integrity and confidentiality
- c) Solution-focused, flexible thinker with a strong "can do" attitude
- d) Results-oriented, methodical and pays attention to details.
- e) Ability to work under tight deadlines and for long hours.

- f) Sound judgement and decision-making skills
- g) A Strong analytical power and innovativeness
- h) Strategic purchasing and supply knowledge.

Key Duties and Responsibilities:

- a) **Annual Administration work plan:** responsible for the development and or review of the Administration unit work plan and ensures that all set activities are implemented as planned and within budgetary control in enhancing company smooth operations to realizing strategic goals & objectives.
- b) **Stakeholder Management:** Manages feedback regarding service provision (internal/external) to ensure compliance to SLA as well as building sustainable relationships with all service stakeholders to secure critical customer relationships and benefits arising thereof. Also serve as an operational link between Service Providers and Company Management on all matters of office administration and maintenance.
- c) **Operational Performance:** Support Management's efforts to ensure that all the Departments and Offices of the Company are administratively and operationally facilitated to execute their functions in a timely manner at all times.
- d) **Support with the implementation and monitoring** of corporate Administration policies, systems and procedures in the Company by way of initiating surveys for maintenance issues, monitor feedback, sensitize staff and ensure value for money services.
- e) **Reporting:** Conducts daily/weekly monitoring for all administrative service level agreements in place and report on the service, contracting and damages that require fixing among others.
- f) **Budget control:** Reviews all Administration related requisitions to ensure that purchases are made within the various cost centers' set capital and Operational expenditure budgets.
- g) **Scheduling:** Draws up schedules for the periodic inspection and maintenance of offices and monitors any work undertaken to ensure that it's done to the required standards of NHCCL.
- h) **Staffing:** Supports with recruitment & sourcing of Administrative Staff I.e. Drivers, Hospitality Assistant, Security Assistant and Administrative Assistant within the Administration docket of the department.
- i) **Custodian of company assets:** Manages the provision of furniture, office equipment to all NHCCL offices, and ensuring engraving of company assets throughout the network. Maintenance of an inventory system of the company assets, and taking insurance of all the company assets.
- j) **Compliance:** Institutes, monitor and enforces team controls and standards that ensures security and safety of the company's employees and property in an efficient manner.

- k) **Team Leadership and Management:** Takes full responsibility for performance management of all direct reports, focusing on all aspects of sound people management e.g. Recruitment, Development, Performance Management, Remuneration and Rewards, Career path planning, On-the-job training, coaching & mentoring and Employee engagement.
- l) Perform any other duties as may, be assigned from time to time, by the Head Human Resource and Administration.

Application Procedure:

All Applications indicating the position being applied for and accompanied by detailed Curriculum Vitae, copies of Academic certificates, evidence of relevant working experience should be addressed and delivered to;

**The Chief Human Resource Officer,
National Housing & Construction Company Limited,
Crested Towers Building,
P.O. BOX 659,
KAMPALA**

Deadline for submission is **Friday, 4th August, 2023 by 4:30Pm.** (East African Time)

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