



Ambasáid na hÉireann
Embassy of Ireland

Job Description: Office Manager, Embassy of Ireland

Opened in 1994, the Embassy of Ireland in Uganda aims to strengthen bilateral cooperation between the two countries and promote Ireland's interests and values in Uganda. The Embassy's work encompasses development cooperation, political engagement, visa and consular services, and the promotion of Irish culture and trade.

Purpose

The purpose of the Office Manager post is to lead and manage the corporate services function of the Embassy in liaison with the second secretary. Specifically, the office manager will oversee human resources, procurement, and corporate services to ensure the efficient and effective functioning of the Embassy.

General Tasks

Among other tasks, the Office Manager will be responsible for:

- Overseeing the Embassy administration budget in consultation with the second secretary and facilities manager.
- Managing Embassy administrative staff.
- Advising the management team on the Embassy's human resources policies, statutory obligations and implementing same; including organising all matters relating to staff recruitment, training and development, retention, separation, remuneration and welfare issues.
- Oversee the Embassy's procurement function of goods and services, manage the consultancy procurements and contract preparation and LPO sign off at agreed thresholds as well play an advisory role for third party program procurements.
- Convene the staff representatives meeting and the corporate services team meeting.
- Fully participate in risk management, senior management, security committee, and procurement committee.
- Other tasks as required, including support on events management.

Specific Tasks

Administration

- Prepare the CST business plan and submit to second secretary for approval.
- Participate in preparation of, oversee and track Embassy administration budget in liaison with the accounts team and in consultation with second secretary and facilities manager.
- Pro-actively address any areas of under-performance within CST.
- Participate fully in SMT, Risk team meetings.
- Manage the development, documentation and implementation of CST guidelines and procedures in areas of HR, procurement, logistics and records management.
- Ensure safety and health of staff is in line with statutory requirements.
- Fully participate in consular contingency plan as per assigned role.

Human Resources Management

- Manage Embassy administrative staff
- Oversee management and ensure the accuracy of employee insurance and medical cover eligibility
- Advise on Embassy compliance with all Ugandan statutory obligations, in particular: PAYE; NSSF; LST; Employment Act 2006
- Advise on Embassy compliance with DFAT policies and procedures, in particular PMDS
- Manage staff recruitment and renewal of contracts as per HQ HR guidelines
- Manage separation processes including resignation and termination
- Prepare payroll by the 21st of every month
- Maintain Embassy personnel records
- Manage Embassy grievance procedures
- Manage Embassy leave schedule and leave returns
- Develop and deliver Embassy training programme in consultation with Embassy training committee as well as participate in decision making as a committee member
- Organise at least one team-building event annually
- Manage quarterly Staff Representatives meetings and follow up on action items with ambassador and second secretary
- Prepare recommendations and management responses to audit reports

Procurement

- Central supervision and planning, of procurements and preparation and Sign off on Procurement Plan.
- Provide advice, guidance and participate in procurement process for the program on partner procurements
- Sign off of LPO's in the outlined threshold
- Provide oversight on all procurements of goods, services works and manage the procurement of consultancies undertaken for CST and program ensuring application of DFAT, Embassy rules, and PPDA regulations as well play an advisory role to procurements of partners and procurement committee
- Offer guidance and support work to the Administrative Assistant/Procurement as required, particularly in the area of procurement planning and adherence to guidelines by all staff
- Review ToR's, CAF's and prepare tender documents as required
- Invite bidders and oversee evaluation processes
- Prepare contracts documentation and justifications for renewals
- Supply chain management

Reporting and Supervision

The Office Manager will report to the second secretary.

- An annual role profile with clearly defined objectives and activities will be agreed between the office manager and second secretary.
- An initial assessment will be carried out by the second secretary after six months. The Office Manager will be assessed against the role profile – an interim assessment will be held at mid point during the calendar year and an annual assessment to review performance will be held at the end of the year.

Qualifications and Experience

Essential:

- Must have excellent written and verbal English language skills.
- Management-related qualification and/or at least five years' experience at a senior middle-management level with full responsibilities for corporate services and/or organisational operations.
- Knowledge of operational budgeting, budget monitoring, procurement processes and systems.
- Knowledge of and experience in direct supervision of staff and overall human resource management.
- Effective supervision of a range of differently skilled staff to ensure effective performance.
- Excellent interpersonal and presentation skills, and ability to work on own initiative and as part of a team.
- Excellent computer skills with knowledge of word processing, spreadsheets, internet and data base programmes for the performance of above duties.
- Excellent analytical skills and writing skills, as evidenced by a proven ability to collate and distil large amounts of information for use in management decisions and planning.

Desirable:

- Relevant experience working with embassies, government, or donor agencies or similar environment.

Conditions of employment

This successful applicant will be offered a two-year contract which will be subject to a 6-month probationary period and a performance assessment.

The candidate will be based in the Embassy of Ireland, Kampala.

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland is committed to a policy of equal opportunity.