

Position: Facilities and Administration Coordinator

Reporting to: Head of People, Culture and Administration

Location: Kampala, Uganda

StrongMinds (www.strongminds.org) is a dynamic and fast growing 501(c)(3) social enterprise based in Maplewood, N.J, that focuses on one of the most underserved populations and one of the most pervasive mental illnesses in the world. We treat depression among women of all ages in Africa, where access to mental health treatment is extremely limited, and will be launching our services in Newark, New Jersey beginning in 2022.

Since its start in 2014, StrongMinds has treated over 170,000 women with depression in Uganda and Zambia. *We are the only organization scaling a solution to depression with a potential to serve millions of people in the next ten years.*

StrongMinds has earned an impressive reputation in the global mental health space. In addition to media coverage in the New York Times, Forbes, BBC World Service, and the Stanford Social Innovation Review, we are described by UK organization Founders Pledge as the most cost-effective mental health organization working in the developing world.

About StrongMinds Uganda

StrongMinds Uganda (SMU), is a non-profit, non-governmental organization (Registration No.S.5914/11746) situated at Plot 30, Luthuli Rise Bugolobi, PO Box 35874, Kampala, Uganda. SMU's mandate is to improve the mental health of women in Uganda by implementing a simple, evidence-based, and cost-efficient model of group talk therapy, based on group interpersonal psychotherapy (IPT-G). SMU has field presence in Lamwo, Kotido, Mbale, Wakiso, Mayuge, Mbarara, Mukono, Kampala, and Iganga. SMU services can also be accessed virtually via *252# and select option 10 for free counseling over the phone.

Job Description:

The Finance and Administration Coordinator shall be responsible for establishing and maintaining an administration function as one means of assuring uniform and equitable management of SMU standards and conditions at all our premises. The existence and dissemination of such standards and conditions related to SMU shall facilitate positive relations with internal and external stakeholders. Acknowledged and understood by both management and employees, they shall minimize the risk of misinterpretation, and operational ineffectiveness, inefficiencies and prescribe standardized approaches for different situations that may occur in the day-to-day management of facilities and administration.

Key Areas of Accountability:

- Raise various requisitions/jobs requests and liaise with other departments like Procurement and Finance in making sure that the purchasing and payment process runs smoothly.
- Carry out motion study and make recommendations to workflow, processes whilst considering the right level of sensitivity.
- Rental billings and collections.
- Maintenance of service charge account and proper audit at the end of the year.
- Oversee the repairs and maintenance of all SMU facilities from time to time.
- Supervise all service contractors e. g security, cleaning, maintenance etc. and ensure performance as per the SLAs.
- Keep and maintain all the proper building records, drawings etc. that may be required for future referencing.
- Process the supplier's invoices and follow up for payments e. g service providers
- Ensure 5S roll out at all offices to minimize waste in time, material, and man. (Paper corner, branding, signage).
- Ensure compliance with the required KCCA and other municipal council occupational Health and safety regulations.
- Follow up and process the utility and statutory bills and for payment to ensure they are paid on time.
- Ready to address any ad hoc arising logistical issues relating to the management of all SMU facilities and implement audit recommendations.
- Ensure and manage the Health and Safety of all SMU facilities, property, human resources, and contents here in.
- Ensure SMU offices all have well trained health and safety team liaisons. (First aid, Fire marshals, DEI officers, safeguarding coordinators).
- Deliver on performance requirements as defined in the departments' strategy map.
- Manage all administration assistants at SMU facilities, ensure sufficient cover and empower them to deliver as per expectation.

Experience:

- 5-8 years with supervisory experience.
- Proficient report writing skills.
- Experience with skills transfer (training and coaching).
- Experience in conducting PR research, managing visual branding and image.
- Demonstrated effectiveness in the realization of performance objectives and previous experience in performance-based evaluations.
- Understanding of 5S Standards guidelines, compliance, and policy development.

Languages:

- Excellent written and spoken command of the English language.

Education:

- Bachelor's degree in a related field Social Sciences, Development studies, Quantitative Economics, Statistics, Population Studies, Public Health, or other related field.
- Related Postgraduate degree or equivalent, with a strong understanding of different QA concepts and approaches.

Competencies:

- Computer literacy.
- Excellent written and oral communications skills.
- Ability to handle multiple competing priorities while remaining professional and calm.
- Ability to work with many diverse people.
- Effective telephone skills.
- Written and verbal communication and problem-solving skills.
- Ability to work as a liaison with clients, government agencies, grantors, partners, and other stakeholders to coordinate quality measurement and performance activities and possess the ability to communicate with people from a variety of socioeconomic and cultural backgrounds.
- Ability to prioritize, organize, carry out work assignments independently and efficiently and can work independently and be self-directed and flexible.
- Must be able to make suggestions on workflow or system efficiency and effectiveness.
- Ability to build and motivate teams with demonstrated leadership and facilitation experience.
- Ability to work collaboratively.
- Ability to communicate effectively with senior management, providers, and all staff.
- Reflective, and willing to learn from experience.
- Flexibility and willingness to travel.
- Willing to adhere to our Gender and Safeguarding policies.

The successful candidate will be expected to embrace and role model the core values of StrongMinds:

- We are people focused.
- We think big and act fast.
- We are data driven.
- We do what we say and say what we do.
- We believe in collaboration, not competition.



To Apply:

Send résumé and short cover note to careersug@strongminds.org mentioning “**Facilities and Administration Coordinator**” by November 15, 2022.