

# JOB ADVERT

**Job Title;** Administrative officer.

**Organization:** International School of Music,  
Languages and Studio Production.

**Duty Station:** Masaka Uganda

**Reports to:** Directors.



## **About Us:**

IMLS "International School of Music, Languages and Studio Production" is an academic institution and center of culture in the city of Masaka in Uganda/East Africa. This institution and cultural center combines all spheres of Music, Languages like German, English, Swahili and French, Computer courses with an integrated Music-Studio that is to be constructed in Masaka/ Uganda. The school tentatively opened its gates officially in September 2016 at Kitovu Music Center, to give the needy, the talented and poor children the chance to experience moral stability, structure and community life through music. More to that, the IMLS is intended to be a meeting place for international musicians and cultural scientists, ethnomusicologists and people who are interested in promoting East-African and European music cultures.

**Job Summary:** The Administrator will provide administrative support to the directorates to include handling correspondences between and within assigned directorates, providing monthly reports, monitoring the performance of other staff as well as ensure proper document/filing, records keeping and mail handling system for efficient and effective service delivery, marketing the organization, representing the organization both internally and externally. Responsible for coordination and smooth running of the office by covering all areas of office management, internal/external communication.

### **Key Responsibilities & Duties**

1. Ensures that good administrative policy and procedural manuals are in place and administration systems are fully operational.
2. Develops the curriculum and the school time table and monitors its effectiveness.
3. Develops annual plans of equipping the authority with required facilities, equipment, vehicles and furniture.
4. Identifies office requirements and works closely with the music department to have them acquired.
5. Coordinates the allocation and utilisation of office space and distribution of other resources or both languages and music.
6. Ensures that there is a schedule of maintenance or servicing and/or repairs of the premises, furniture, facilities, equipment and music instruments.
7. Ensures proper management of the organization's properties, machinery and equipment.
8. Ensures that the premises and units are well serviced with utilities such as power and water bills are promptly paid.
9. Supervises and motivates staff of the organization to enable them perform their tasks more effectively and efficiently.
10. Carries out departmental staff performance appraisals in accordance with the human resource policies and procedures
11. Carries out any other duties that may be assigned from time to time by the Director Finance and Administration.
12. Ability to effectively motivate and lead others/Teamwork skills.
13. Ability to write proposals to different potential sponsors of the organization and to the government to sponsor IMLS projects.

### **Person Specifications**

- a. An Honours degree in Social Sciences, Business administration, Education management or equivalent qualification from a recognized institution.

- b. At least 5 years of related work experience 2 of which should have been at a managerial level in a reputable public or private organisation.
- c. Computer literacy including experience in use of Microsoft Office Word, Excel and Outlook.
- d. Ability to handle multiple tasks simultaneously.
- e. Strong Leadership and managerial abilities to promote the aims of IMLS.
- f. Good analytical and problem solving skills with attention to detail
- g. High level of integrity.
- h. Must be a mature and seasoned professional manager who is able to interact and coordinate activities well with staff at all levels of the company.
- i. Must be a music lover.
- j. **Age:** Below 40 years.

**How to Apply:**

All suitably qualified and interested candidates should send in their applications (hard copies) addressed to the Senior Manager Human Resources, International school of Music languages and studio production, P.O. Box 1185 Masaka Uganda **OR** a soft copy to [infoimlsandfriends@gmail.com](mailto:infoimlsandfriends@gmail.com).

The applicants must attach the following requirements; -

- An application letter with a detailed Curium virtue (CV)
- Three referees (outside IMLS)
- A motivation letter.

**Deadline: 30<sup>th</sup> January 2018 by 5pm. The current school premises are at Kitovu behind msgr Ngobya's Grave.**

***NB: Only shortlisted candidates will be contacted.***