



RECRUITMENT

EXECUTIVE ASSISTANT TO THE MANAGING DIRECTOR

Uganda Energy Credit Capitalisation Company (UECCC) is a Government of Uganda Company in place to facilitate investments in Uganda's Renewable Energy Sector. UECCC's main objective is to provide financial, technical and other support for renewable energy development in Uganda with particular focus on enabling private sector participation.

UECCC is looking for a person with high integrity, leadership abilities and commitment to fill the position of **Executive Assistant to the Managing Director**.

EXECUTIVE ASSISTANT TO THE MANAGING DIRECTOR

Reports to the Managing Director (MD)

Key roles and responsibilities

1. Assist the MD with daily administrative tasks and responsibilities including the following:
 - i. Managing executive schedules, schedule appointments, co-ordinate meetings (internal and external) and arranging conference calls.
 - ii. Handling all aspects of travel including booking flights, accommodation transportation and finalising itineraries.
 - iii. Managing incoming and outgoing communications (phone calls, emails, correspondence) and ensure effective communication flow.
 - iv. To prepare and organise reports, presentations and other documents for meetings and other purposes.
 - v. Ensure that the office environment is organised and efficient.
 - vi. Act as a liaison between the MD and internal and external stakeholders.
 - vii. Handle sensitive and confidential information with discretion and professionalism.
 - viii. Recording and Distributing Senior Management Meetings and other key meetings
 - ix. Assisting with Special Projects.
 - x. Preparing the annual Budgets and Plans for the MD's office.
2. Manages a calendar of appointments; itineraries and agendas, composing and preparing correspondences; compiling documents for meetings and completing expense reports; arranging complex and detailed travel plans and Budgeting planning for the office of the Managing Director.
3. Coordinates logistics for both internal and external MD meetings and strategic activities with Senior Managers.

4. Draft letters, prepares and coordinates oral and written Communication as directed.
5. Co-ordinates Senior Management Meetings.
6. Serves as the Secretariat for all MD engagements.
7. Disseminates agreed action points arising out of MD engagements.
8. Follows up on behalf on the MD to establish the status on agreed action plans.
9. Coordinates Board meetings and social events for Board; arranging Board member internal and external trips and hotel accommodation; processing travel reimbursement requests; and compiling, assembling, and distributing Board meeting materials.
10. Coordinates Executive meetings, conferences and committees both on and off site to support the MD's agenda and maintains confidential files and contact information;
11. Performs any other duties as assigned.

Academic\ Professional Qualifications and Experience

- Bachelor of Arts degree and/or Social Sciences or any other field from a recognised Institution;
- Ten (10) years' experience in the provision of support to upper-level management in a reputable organization; and
- A minimum of five (5) years working experience as an Executive Assistant for a Senior Management Official in a reputable organization.
- Further professional qualifications in the Secretaries and Administrators field will be an added advantage;
- Strong organisational and communication skills (written and spoken) that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Proficiency in Computing MS Word, Excel and PowerPoint knowledge will be helpful;
- Strong interpersonal skills and the ability to work with a broad range of people including stakeholders, Board members, external partners, colleagues in the MD's office and other Company staff;
- Hardworking and proactive and in possession of good Customer service skills; and
- Excellent time-management and problem-solving skills with the ability to work independently and with professional discretion.

Employment Terms

Four (4) years contract with six (6) months' probation. Renewable upon satisfactory performance.

How to Apply:

If you believe you fit the profile of this position above, please send your application and resume to **Uganda Energy Credit Capitalisation Company**; addressed to the **Human Resources Office**, by close of business 15th August 2025

Only short-listed candidates will be contacted.