

Administration Officer

JOB ADVERTISEMENT: ADMINISTRATION OFFICER (UGANDA NATIONAL POSITION)

Organization: DanChurchAid (DCA)

Job Title: Administration Officer

Duty Station: Kampala-Uganda

Reports to: Head of Finance and Administration

Number of positions: One (1)

Application Deadline: 18th September 2026

About US:

DanChurchAid (DCA) is a faith-based, non-missionary international NGO founded in 1922 and headquartered in Copenhagen, Denmark. DCA has worked in Uganda since 1979, implementing humanitarian and development programmes in partnership with local organizations. Our core work in Uganda includes humanitarian response, livelihoods and food security, and civil society strengthening. For more information Please visit: <https://www.danchurchaid.org/where-we-work/uganda>

Job Summary:

To provide effective administrative, ICT, logistics, records management, finance and compliance support to facilitate programme implementation and organizational operations. The position is responsible for maintaining secure administrative systems, supporting digital transformation initiatives, coordinating logistics and travel, managing organizational records and assets, and providing basic ICT support. The role also supports financial processes through document verification, payment processing, and compliance monitoring.

Key Responsibilities:

Administration

- Coordinate workshops, trainings, meetings, and other programme activities.
- In Liaison with Procurement team, manage travel arrangements, hotel bookings, visas, work permits, and visit schedules.
- Support fleet administration and vehicle utilization processes.
- Oversee the front desk and all the related activities
- Maintain electronic and physical filing systems for efficient document retrieval.
- Manage online document repositories and signatory portals.
- Track statutory compliance deadlines and support filings with regulatory bodies like eg URSB, Data protection, Operational licence, work Permit etc
- Ensure proper records management in the Programme Project Documentation (PPD) system.
- Support administrative requirements for donor verification exercises and audits.

IT and Digital Support

- Secure and support collaborative digital transformation initiatives in DCA Uganda
- Maintain and support organizational IT Infrastructure
- Provide basic user support and troubleshooting
- providing support and ensuring data security,
- Ensure software/hardware installation and network administration
- Ensure secure storage and management of electronic records.

Financial Administration

- Review and verify purchase requisitions, payment requests, and supporting documentation.
- Ensure payment vouchers are complete, accurate, and approved before processing.

- Support timely processing of payments for goods, supplies, and services.
- Scan and upload financial documents to electronic filing systems.
- Support expenditure verification exercises and external audits.
- Assist in maintaining financial records and supporting documents.
- Support assigned projects during budget preparation and monitoring processes.
- Work closely with the Finance, Procurement & Logistics and programme to ensure compliance with donor and organizational requirements.

Position Specifications

- Bachelor's degree in accounting, Business Administration, Finance, Public Administration or any related field.
- Possession of professional certification in ICT, Information Systems, Network Administration, or related fields will be an added advantage
- Minimum of 3 years' experience in administration, ICT support, logistics, or office operations.
- Experience managing organizational digital management systems and electronic filing systems and other cloud-based platforms.
- Experience providing IT user support and troubleshooting.
- Experience working with an international NGO or donor-funded environment.
- Experience supporting finance and compliance functions.

How to Apply

All suitable, qualified, and interested candidates who wish to join the DanChurchAid (DCA) should apply online through this link: National vacancies (danchurchaid.org).

Equal Opportunity Statement

DCA is an equal opportunity employer and encourages all qualified candidates to apply regardless of age, gender, race, religion, disability, or ethnic background. Employment is subject to successful reference checks, anti-terror vetting, and compliance with DCA's Code of Conduct, PSEAH Policy, and Child Safeguarding Policy.

Only shortlisted candidates will be contacted