



**UGANDA VICE CHANCELLORS' FORUM
JOB ADVERTISEMENT**

POSITION: ***ADMINISTRATIVE SECRETARY***

QUALIFICATIONS

1. Possess a minimum of a first degree from a recognized university.
2. Have experience of two (2) years in a similar post of Administrative Secretary.
3. Possess good computer skills to manage administrative tasks.
4. Be a person who is interested in academia.
5. Have ability to multi-task with attention to details.
6. Be a person of high integrity.
7. Possess financial management skills.
8. Possess good English Language skills.

TERMS : The post is for a contract of three (3) years, renewable, with an attractive salary .

LOCATION: The location of the job is at the Uganda Vice Chancellors ' Forum office at the Virtual University of Uganda offices at 425 Zzimwe (Church) Road, Muyenga, Kampala

APPLICATION: Applications for the post with names and addresses of three referees should be submitted to the Secretary, Uganda Vice Chancellors' Forum at the Virtual University of Uganda before 7th February 2015 to the following address: secuvcf@virtualuni.ac.ug