



## **Job Advert: Executive and Research Assistant**

We are seeking a dynamic, highly organised, and resourceful individual to join our team as an **Executive and Research Assistant**. This role offers a unique opportunity to work closely with a busy professional on a range of projects spanning education, consultancy, research, content creation, and administrative support. The ideal candidate will be an adaptable self-starter who thrives in a fast-paced environment and is comfortable managing multiple responsibilities with precision and discretion.

### **Key Responsibilities**

#### **1. Executive & Administrative Support**

- Manage and update the professional's diary and meeting schedules.
- Coordinate staff check-ins, Staff Development Workshop sessions, and parent meetings.
- Attend meetings, take minutes, and draft reports under supervision.
- Run errands and handle general office administrative tasks (Follow up on unit trusts, RT and director returns, and post office box matters, office organisation – document management, filing, information retrieval, making correspondences (emails, letters, calls))
- Representation at select ceremonial occasions.

#### **2. Research & Documentation**

- Conduct academic and organisational research to support report and proposal writing.
- Prepare presentation materials (PowerPoints, Zoom etc) for various portfolios and directed

#### **3. Content & Communication Management**

- Manage content calendars, social media pages, and websites for the director and affiliated initiatives.
- Support content creation and logistics (prepare and coordinate photo / filming sessions)
- Draft communication materials and support internal/external communications

#### **4. Project & Event Support**

- Assist preparation, coordination and facilitation of meetings and related follow-ups.
- Support financial call-ups and budget coordination for Head-to-Head

- Conduct basic fundraising and donor support initiation and follow-up

## **Candidate Profile**

### **The ideal candidate will possess:**

- A proactive attitude and ability to quickly adapt to new tasks
- Excellent organisational, multi-tasking and time-management skills
- Strong research and report-writing abilities
- Proficiency in all Microsoft Office, research Apps, and digital (social media) tools
- Experience with content creation, social media, and digital communication
- Excellent interpersonal, communication and stakeholder management skills
- Ability to work independently while being a supportive team player.
- High levels of professionalism, confidentiality, and integrity.

## **Additional Details**

**Work Type:** Full-time, and at least two Saturdays a month

**Duty Station:** Netzah International School

**Start Date:** 01 July 2025

**Qualifications:** Bachelor's degree in Communications / Marketing. At least two years' experience in similar position.

**Application Deadline:** 15 June 2025

Send application email, with application letter and all attachments in one PDF document to [dos@netzahschoolug.ac.ug](mailto:dos@netzahschoolug.ac.ug)