

adelphi global gGmbH is seeking to support the activities of the Uganda Green Enterprise Finance Accelerator (UGEFA) Phase II with:

### **Administrative Support (Full-time)**

To start working immediately (preferred starting date: 1<sup>st</sup> of April 2025 – Location: Kampala, Uganda).

This position will initially be offered as a **limited contract of 3 months**, with the possibility of extension based on performance and project needs.

**adelphi global gGmbH** is an economically and politically independent, non-profit organization dedicated to promoting sustainability, enhancing environmental protection, improving education, expanding development cooperation, and strengthening international collaborations.

The **Uganda Green Enterprise Finance Accelerator (UGEFA) Phase II** is a flagship initiative designed to support the growth and financing of green enterprises in Uganda. Building on the extensive work done during the first phase, UGEFA Phase II is expanding its reach and deepening its impact. The first phase successfully provided tailored business development support and facilitated access to finance for green MSMEs, demonstrating the potential of green enterprises to drive economic growth and sustainability. Phase II will continue and extend these services, aiming to reach 240 green enterprises and linking them to green finance opportunities, including those facilitated by UGEFA.

As the implementing partner of the UGEFA project, adelphi global plans to establish a **local project office in Kampala**, serving as a hub for coordinating activities of the UGEFA project, engaging with stakeholders, and supporting enterprises on their journey toward sustainable growth. The selected candidate will play a key role in setting up and administering this office and will join a dynamic team working in Uganda and in Germany alongside other colleagues working in administration, project management, and green enterprise support.

### **Your Tasks:**

The Administrative Support role is central to UGEFA's daily operations, ensuring smooth office management, event coordination, and outreach. You will support entrepreneurs, coordinate workshops, and handle key logistics, making an impact on the success of green enterprises in Uganda. Your role will include the following tasks, but won't be limited to:

#### **Office Management & Outreach Support**

- Be the first friendly voice and face for incoming inquiries via phone and email, ensuring seamless communication within the team and with external partners.
- Keep the office running efficiently by maintaining supplies, organizing documents, and ensuring a professional and welcoming environment.
- Play a key role in setting up the UGEFA project office, helping to establish a hub that will facilitate collaboration for green enterprise support in Uganda.
- Manage the outreach helpdesk, responding to inquiries from entrepreneurs, financial partners, media and other stakeholders to ensure they receive timely support.

#### **Event & Workshop Coordination**

- Secure the best venues for training sessions, workshops, and networking events while ensuring cost-effectiveness, quality standards, and coordination with catering and service providers.
- Oversee the setup of workshop spaces, manage event registrations, and facilitate an excellent participant experience.
- Engage with entrepreneurs through follow-up calls and emails, assisting them with the application process, gathering required information, and coordinating travel stipends and reimbursement processes.
- Support UGEFA's visibility by compiling short success stories and business profiles of supported enterprises.

**Financial Administration**

- Collection and processing of invoices and receipts of partners, enterprises and contractors.
- Reporting back to adelphi about financial and reimbursement status.
- Gather quotations from suppliers, place orders, and oversee deliveries while maintaining cost-effectiveness and high quality.

**Procurement & Logistics Support**

- Manage the procurement of workshop materials such as printed documents, markers, flipcharts, and other essential supplies.
- Maintain an updated inventory of UGEFA materials, ensuring readiness for upcoming sessions.
- Support the logistics of events, workshops and outreach campaigns for the different project components with various target groups.

**What We Are Looking For:**

- A degree or relevant qualification in business administration, project management, communications, or a related field is desirable.
- Minimum of 2 years of experience in an administrative, events coordination, or office management role is desirable.
- Minimum of 2 years of experience in procurement and bookkeeping.
- Strong organizational and multitasking skills, with attention to detail.
- Excellent verbal and written communication skills in English (additional languages spoken in Uganda are an asset).
- Proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint).
- Experience with event planning and logistics coordination.
- Experience working on EU-funded projects and EU procurement procedures would be an advantage.
- Ability to work independently and proactively in a fast-paced and flexible environment.
- A strong team player with a problem-solving mindset and the ability to take initiative.
- Interest in entrepreneurship and the green economy.

**What We Offer:**

- A dynamic and collaborative work environment within an international team dedicated to green entrepreneurship.
- Opportunities to be actively involved in supporting sustainable business initiatives in Uganda.
- Hands-on experience in project management, events coordination, and communications.
- Reasonable working hours and a supportive atmosphere for maintaining a healthy work-life balance.
- Engagement with international and local experts, government officials, and partner organizations.
- A fair and market-aligned salary based on experience and qualifications.

**How to Apply:**

- If you are interested in this position, we look forward to receiving your application! Please fill out the Type form here ([Application Form](#)). The review of applications and invitation to interview is happening on a rolling basis. Selected candidates will be reviewed, contacted and then informed by the end of April at the latest if their application was successful.
- We encourage applications from qualified candidates regardless of gender, ethnicity, disability, or socio-economic background.
- We look forward to welcoming you to our team!!