



## **JOIN ASANTE AFRICA: EMPLOYMENT OPPORTUNITY**

Asante Africa Foundation is a globally guided and locally led non-profit educating East Africa's youth to tackle life's challenges, thrive in the global economy and catalyze positive change. As an on the ground implementing organization, invest in youth living in "off the paved roads" rural Kenya, Tanzania and Uganda, empowering them with the skills they need to be successful in school and rise above the challenges they face. Their interconnected educational, life skills and livelihood programs, facilitated within "safe-space" learning groups, utilize learn-do-teach methodology, keep at-risk youth on the path to learning, accelerate academic classroom learning and develop future leaders, confident job seekers and innovative entrepreneurs.

Asante Africa Foundation Uganda is seeking for a **Regional Administration and Alumni Engagement Officer** who will be responsible for providing regional administrative leadership and strengthening alumni engagement across program schools and communities. This role is responsible for ensuring smooth regional office operations, supporting program implementation, maintaining strong stakeholder relationships, and coordinating alumni engagement initiatives.

The role works closely with the Program Coordinator, Volunteers and the Finance & Administration Manager to ensure effective program delivery and regional accountability. This role requires strong organizational, communication, reporting, and community engagement skills. The officer will work closely with schools, district stakeholders, alumni and youth to strengthen mentorship, leadership development and community impact.

### **Key Responsibilities:**

- ❖ Represent Asante Africa Foundation Uganda in meetings with schools, district officials and community stakeholders at the regional level.
- ❖ Support monthly administrative operations including office supplies, utilities, office cleanliness and tenancy-related matters.
- ❖ Ensure timely preparation and submission of activity and administrative reports to supervisors and relevant authorities.
- ❖ Conduct quarterly stock-taking of organizational assets and submit accountability reports.
- ❖ Receive, verify, file and maintain proper records of staff imprests and retirement submissions.
- ❖ Record and document all procurement delivered to and issued from the regional office premises.
- ❖ Support program implementation including trainings, follow-ups, monitoring visits and documentation.
- ❖ Organize and facilitate parents' meetings in liaison with school management.

- ❖ Mentor youth in schools and support school-based clubs in line with program objectives.
- ❖ Establish, maintain and regularly update a comprehensive regional alumni database.
- ❖ Maintain continuous communication and engagement with alumni through meetings, calls and digital platforms.
- ❖ Organize and coordinate alumni meetings, mentorship sessions and networking forums.
- ❖ Track alumni progress, achievements and challenges and document success stories for reporting and communication.
- ❖ Support monitoring and evaluation activities by collecting and submitting alumni-related data and reports.

### **Job Specifications:**

- Bachelor's Degree or Diploma in Business Administration, Education, Social Sciences, Development Studies or a related field.
- At least 1 year of experience in community engagement, administration or field-based work.
- Strong leadership and communication skills with the ability to engage stakeholders at all levels.
- Excellent organizational and problem-solving abilities with keen attention to detail.
- Strong report writing and documentation skills.
- Ability to work independently and as part of a team.
- Proficiency in basic computer applications including MS Office and email communication.
- Experience working with schools, youth and community stakeholders is highly desirable.
- Familiarity with the education system and cultural context of Uganda is a plus.
- The Applicant should be a resident of **Kassanda District**.

### **Benefits:**

- Gain hands-on experience in regional administration and alumni engagement.
- Build networks within the development and education sectors.
- Opportunity to contribute to meaningful impact in the lives of Ugandan youth.

### **To Apply:**

Please send your application to [humanresources@asanteafrica.org](mailto:humanresources@asanteafrica.org) with **Regional Administration and Alumni Engagement Officer** and your name as the subject line.

Please attach your CV, 3 professional referees and their contacts, and your personal contacts.

Applications will be accepted up to **March 6, 2026** and then the shortlisting will take place.