



## **Recruitment Notice**

**Oranto Petroleum Limited, Uganda subsidiary:**

### **Administrative Secretary**

Working under the direction and guidance of the General Manager, the Administrative Secretary will perform those duties required in order that the office and business of OPLU is conducted in a professional and efficient fashion. Duties will include assuring the wellbeing of the staff, contributing to the overall health and safety implementation for the office environment, engaging contract help to ensure a safe, clean and effective office environment is maintained. The responsibility for internal filing of documents and records keeping in support of the general activity of the company and as directed by the General Manager. Management of the purchasing and contracted services necessary to ensure an effective and efficient functioning office environment is maintained at all times.

The Administrative Secretary report to the General Manager.

Compensation will be determined by the General Manager and will be in line with comparable roles in similar sized organizations locally.

*Vacancy to be determined by General Manager's requirements during 2H of 2018*