

# STiR education

Reigniting intrinsic motivation in teachers & education systems



**Appointment for  
Office Assistant, Uganda**

## About STiR Education

STiR Education is a fast-growing international education NGO currently operating in India & Uganda. Where many see a global learning crisis, we see a unique opportunity to empower a promising young generation to reduce unemployment, increase life expectancy & bring an end to extreme poverty. And we think teachers are the light that can lead the way.

### Vision

Education systems where intrinsically motivated teachers & officials grow together to enable children to become lifelong learners. Where teachers love teaching, believe in their students & deepen their practice. Where officials & principals motivate & develop teachers to their fullest potential. And where children love learning, trust their teachers & steadily improve.

### Mission

We support governments to establish or reignite intrinsic motivation in teachers & education systems at scale. Our approach strengthens leadership, improves teaching practice, increases student learning & boosts financial efficiency for the education system.

### Values

- **Humility** | We don't have all of the answers upfront.
- **Ownership** | We empower each other with high expectations and support.
- **Openness** | We will listen, learn and improve, and lead through obstacles.
- **Purpose** | We're united by a shared vision we'll build and achieve together.

### Team & partners

Since our founding in 2012, we've grown into a vibrant team of around 100 people working across the UK, India & Uganda. Our cross-cultural group has a strong mix of education, business & social entrepreneurship experience, and hails from the likes of USAID, Mildmay, Save the Children, Educate!, Teach First, Google, J-PAL, Booz & Co & Citibank.

We're supported by 18 of the world's leading foundations & development agencies, including DFID, USAID, Mastercard, MacArthur, Ikea Foundation, Dubai Cares & UBS Optimus.

## The opportunity – Office Assistant, Uganda

The Office Assistant will work closely with the Administration team to support the programmes team and will be based in Muyenga, Kampala.

## Reporting, role & responsibilities

The Office Assistant will report to the Senior Administration Officer in Kampala & will work closely with other members of staff. The Office Assistant will be responsible for:-

### Cleanliness and maintenance

- Ensuring overall hygiene in the kitchen as well as the entire office on a daily basis and general cleaning at least once monthly.
- Timely notify Administration Associate in case of office equipment that may need maintenance.

### Administration

- Deliver documents to external contacts as may be required from time to time.
- Support the Admin team to collect quotations for ongoing purchases.
- Support in events management.
- Raise requisition for office consumables in time to ensure continued supply.
- Man the front desk of the office when needed.
- Update the stock register daily and track monthly stock status with Administration Associate
- Any other tasks as may be assigned by the line manager.

## Required skills,experience

The ideal candidate should have the following skills and experience;

- A minimum of 1 year' experience in an Office Assistantrole.
- At least a certificate in office management/ secretarial studies or an equivalent.
- Basic knowledge in IT.
- Excellent verbal, analytical, organizational and written skills.
- Driven by attention to detail.
- Openness to feedback from all colleagues and demonstrating a desire to learn and improve.
- Flexibility and a willingness to adapt.
- Humility as you work with people from a wide variety of backgrounds and experiences and openness to learn from their experience.
- A strong implementation of STIRs policies – a real "can do" person

## Application process

If your skills, experience & priorities align with STiR's vision, mission & values, [we welcome you to start your application here.](#) The full interview process will include a variety of additional tasks & assessments. And we look forward to taking the next step with you.

