

Job Title: Intern – Office Administration and Accounts Support
Location: Ntinda
Duration: 6 months
Reports to: Technical Lead – Institutional Development Support
Organization: Center for Institutional and Technical Support (CITS)

Position Summary

CITS is seeking a diligent, proactive, and well-organized intern to support clerical tasks related to office administration, basic accounts bookkeeping, and general office upkeep. This internship is ideal for recent graduates or students seeking practical experience in office and administrative management within a civil society support organization. The intern will work under the direct supervision of the Technical Lead – Institutional Development Support.

Key Responsibilities

1. Clerical and Administrative Support

- Receive and direct visitors and phone calls to the appropriate personnel.
- Assist with filing, scanning, photocopying, and organizing office documents.
- Maintain orderly filing systems (physical and digital).
- Prepare and distribute official correspondence under supervision.

2. Accounts and Bookkeeping Support

- Assist in recording daily financial transactions in accounting books and spreadsheets.
- Help maintain petty cash records and reconcile them with receipts.
- Support in the preparation of payment vouchers and basic financial documentation.
- Assist in compiling and organizing financial support documents for reporting.

3. Office Environment Maintenance

- Ensure that the office space remains tidy and well-organized.
- Coordinate with office support staff or service providers for cleanliness and supplies.
- Monitor and restock stationery and office supplies as needed.

4. Logistical and Operational Support

- Assist in organizing internal meetings and training workshops (room setup, documentation, refreshments, etc.).
 - Support in maintaining inventory records of office equipment and assets.
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Qualifications and Requirements

- Diploma or currently pursuing a degree in Business Administration, Accounting, Office Management, or related field.
 - Basic knowledge of accounting/bookkeeping principles.
 - Proficient in Microsoft Office (Word, Excel, Outlook).
 - Good communication and interpersonal skills.
 - High sense of responsibility, integrity, and attention to detail.
 - Willingness to learn and adapt in a dynamic work environment.
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Learning Opportunities

- Gain hands-on experience in office administration and accounts support in a civil society organization context.
 - Exposure to internal systems of organizational management and technical support processes.
 - Mentorship and coaching from experienced professionals.
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Work Conditions

- Two days a week
- Modest monthly stipend provided to support transport and lunch.
- Office-based with occasional field support if required.

Application Procedure: Apply through the website (www.citsug.org) portal ONLY
Address your application to: Director/Head of Advisory Center for Institutional and Technical Support for CSOs Plot 4 Charles Lwanga Road, Ministers Village, Ntinda.
P.O.Box 172656, Kampala, Uganda Deadline for application: 30th June 2025