

Job Announcement

Date: February 17, 2026

Job Information

Job Title	Admin and Human Resources Officer
Department	Operation
Location	Kampala
Type	Full-time
Duration	6 Months with possible renewal

Background

AWAFY Sudanese Organization is a youth-led non-profit and non-governmental organization. Established in 2021, with its first office in Darfur, Zalingei, with national authorization to work all over Sudan. After the war outbreak in Sudan, AWAFY expanded its operation to officially register as a regional non-profit organization in Uganda with legal authorization to operate in Uganda.

AWAFY stands affirm to achieve change in Sudan and passionately works to bring homegrown solutions to the issues concerning millions of Sudanese and Africans at large.

AWAFY is a multi-sectoral organization with a long track record working in Advocacy & Peace Building, development, Health, Protection, Youth & Women Empowerment, and improving human rights conditions in Sudan. Additionally, AWAFY aims to enhance youth and women's civic engagement and political participation. Moreover, AWAFY actively works towards a better response to humanitarian disasters and crises resulting from conflicts. During the impactful journey of serving local communities, AWAFY has executed a wide range of programs and projects aimed at solving the most complex community problems using bottom-up and participatory approaches, AWAFY maintained and fostered strong and strategic partnerships with local, regional and international actors and partners, with strong beliefs in collective and team work to address the complexity of the problems faced by Sudanese.

1. Job Summary

Admin and Human Resources Officer is responsible for ensuring effective administrative operations and providing comprehensive HR support. This role manages office operations, logistics, procurement, staff documentation, recruitment processes, and supports compliance with organizational policies. The officer plays a key role in maintaining an efficient workplace, supporting staff needs, and ensuring HR systems are well-organized and up to date.

2. Key Responsibilities

Administration

- Oversee daily office operations and ensure a well-functioning work environment.
- Manage office supplies, equipment, and inventory, including procurement and maintenance.
- Coordinate travel logistics, meeting schedules, accommodation, and event arrangements.
- Maintain organized filing systems (digital and physical) for administrative documents.
- Handle internal and external correspondence, ensuring timely communication.
- Support logistical needs for workshops, trainings, field visits, and conferences.

Human Resources

- Maintain and update staff records, personnel files, attendance sheets, and leave management.
- Support recruitment processes including job posting, shortlisting, scheduling interviews, and reference checks.
- Assist in onboarding and orientation of new staff.
- Monitor staff contract timelines and prepare renewal documents when applicable.
- Ensure HR policies are implemented and followed by all staff.
- Support staff development activities and training coordination.
- Provide HR-related support and guidance to staff confidentially and professionally.

Compliance and Policy Support

- Ensure adherence to organizational policies, donor requirements, and local labor laws.
- Assist in developing or updating HR and administrative policies when necessary.
- Support audit and compliance requirements by providing accurate documentation.

Finance & Procurement Support

- Work with procurement team to ensure transparent and compliant purchasing processes.
- Maintain vendor lists, collect quotations, and prepare procurement documentation.

Communication & Coordination

- Serve as a focal point for administrative and HR-related communication.
- Coordinate with internal teams to ensure smooth implementation of activities.
- Support preparation of reports, minutes, and administrative sections of project documents as required.

Qualifications

- Bachelor's degree in human resources, Business Administration, Management, or a related field.
- 2+ years of experience in HR and/or administrative roles, preferably in NGOs or corporate environments.
- Knowledge of HR principles, recruitment, labor laws, and administrative processes.
- Strong proficiency in Microsoft 365 (Word, Excel, PowerPoint, Teams, Outlook, SharePoint, and OneDrive).
- Strong communication, organizational, and multitasking skills.
- Ability to maintain confidentiality and handle sensitive information professionally.

Competencies

- High level of integrity and professionalism.
- Excellent interpersonal and problem-solving skills.
- Strong organizational skills and attention to detail.
- Ability to work under pressure and meet deadlines.
- Team-oriented with the ability to work independently.
- Commitment to organizational values and staff well-being.

How to Apply:

Send your CV and Motivation letter to the email address careers@awafy.org by 23rd February 2026, please make sure to include the following below job codes:

1. **"Admin and Human Resources Officer"** as subject of the email.
2. Failure to meet the deadline and or missing information in the email (subject or attachments) will result in the application being discarded.

Note:

1. The employees will undergo a full-time period of 3 months, whereby they will be evaluated.
2. Due to the high number of applications, only shortlisted candidates will be contacted

Application Deadline: 23 February 2026.