



Action in Africa is looking for a **Scholarship Assistant** to manage the administrative tasks associated with the scholarship program offered by Action in Africa. This includes assisting with the application process, maintaining accurate records in our online database, and communicating with students and their families. The Scholarships Assistant will also assist the Scholarship Manager with any other tasks as assigned.

Who We Are

Action in Africa (AIA) is a community-based organization whose mission is to advance the economic and personal development of community members in Nakuwadde, Uganda through greater access to education and other life-changing resources. Because AIA's programming has evolved in response to feedback from the community, the variety of programs and services we offer are as numerous as they are diverse. Our programming can be organized into three major initiatives: Primary Partnership Program, Community Programs, and Scholarships. Under each of these major initiatives are services designed for our dynamic community and its varied needs.



KEY RESPONSIBILITIES

- Assisting with the application process for scholarships, including reviewing and processing applications, and communicating with applicants and their families.
- Maintaining accurate records of scholarship recipients, including their contact information, academic progress, and financial information in our online database, Monday.com.
- Scanning and filing hard copy scholarship documents.

- Communicating with scholarship recipients and their families to ensure they are aware of the terms and conditions of the scholarship and provide any necessary support or information.
- Assisting with the selection process for scholarship recipients, including reviewing applications and interviewing candidates.
- Assisting AIA's accountant with the disbursement of scholarship funds to recipients, including tracking payments and providing students with tuition receipts.
- Supporting the Scholarships Manager in mobilizing and communicating with parents.
- Coordinating with external facilitators during the internship programme.
- Developing an internship plan and participating in the orientation of AIA interns.
- Coordinating the University students' work with the PPP team during the Holiday program
- Providing support to the Scholarship Manager as needed, including event planning and coordination, research, and other tasks as assigned.
- Managing any special events including (but not limited to) setting up the stage for events and inventories.

EXPECTED OUTPUTS:

- Ensure the Monday.com application for all scholarships managed under AIA is up to date and accurate at all times
- Manage the academic progress records for all students
- Create a welcoming and positive relationship with parents, and teachers and ensure the interaction is an efficient and satisfying experience.
- Analyze the scholarship program for its effectiveness in achieving enrollment goals
- Obtain and evaluate confidential information from students and parents to advise on eligibility for the scholarship, and the application process
- Maintain accurate student aid records in strict accordance with current Monitoring and Evaluation approaches governing scholarship programme

COMPETENCES

- Knowledge of higher education scholarship services and programs
- Prior knowledge in managing data entry of student-based records
- Possess good interpersonal and communication skills, especially while interaction with students and co-workers. Supervisory skills and general knowledge of personnel management
- Evidence of strong counselling skills to assist students who have unique needs or exceptional circumstances
- Understanding of University policies and governmental regulations as they pertain to scholarships, and other requirements
- Ability to work with a diverse student population
- Excellent written communications skills and attention to detail

MINIMUM QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in Education, or Social Sciences or an equivalent qualification
- 3 years of professional relevant experience in managing scholarships projects in an NGO or CBO setting.

- Knowledge and evidence in Data Entry and managing spreadsheets at a large scale
- Knowledge of Luganda (Written and Speech) is highly required.

REPORTS TO: Scholarship Manager

TO APPLY:

- Visit www.actioninafrica.com/careers to fill out an online application online and upload your CV and cover letter
- Deadline for submitting applications: **Monday, April 17, 2023**
- Start date: **Tuesday, May 2, 2023**
- No phone calls or drop-in visits, please.