



EXECUTIVE SUPPORT ROLE PROFILE

EXECUTIVE ASSISTANT & STRATEGIC OPERATIONS SUPPORT

Role Profile, Working Expectations and Conditions



Supporting the Executive Office of Richardson Kyeyune, widely known as Chief

Kampala, Uganda | July 2026

IMPORTANT: This is not a routine desk-assistant position. It supports a fast-moving executive workload across grant consulting, organisational leadership, media, digital platforms, community programmes and partner assignments.

Why this role exists

Richardson Kyeyune manages several demanding responsibilities at the same time. He leads Global Grants Hub, supports organisations to research opportunities and prepare stronger applications, holds senior leadership responsibilities in Ugandan nonprofit organisations, and helps manage media and digital platforms. His work involves deadlines, emails, donor documents, meetings, partners, websites, broadcasts, proposals, reports, field activities and frequent follow-up.

The purpose of this role is to place a capable and trusted person beside that workload: someone who can create order, notice what is urgent, communicate regularly, protect confidential information and help work move forward without waiting to be reminded about every small task.

The person this work needs

- Intelligent and able to understand instructions, context and consequences.
- Sharp, active and responsive throughout agreed working hours.
- Friendly, teachable and comfortable communicating frequently.
- Trustworthy enough to handle sensitive professional and limited private information.
- Flexible enough for changing priorities, occasional evening contact, meetings and work travel.



1. The professional environment

The assistant will work directly with Richardson Kyeyune (Chief), a Uganda-based grant and development leader whose public work connects opportunity access, proposal development, institutional strengthening, youth empowerment, community engagement, media and responsible digital innovation.

Role information	Details
Global Grants Hub	Founder and Chief Lead Consultant - opportunity verification, proposal and application support, organisational readiness, partnerships and capacity support across Africa and beyond.
iThink Media Ltd	Managing Director and Chief Operations Officer - supporting iTV Uganda, iRadio Uganda, iDigest Magazine and related media, publishing and digital operations.
CYEI	Chief Executive Officer of Cairo Youth Empowerment Initiative - youth empowerment, organisational leadership, programme development, partnerships and opportunity access.
MOHI	Chief Operations Officer of Mission of Hope Initiative - operations, programme design, documentation, proposals, partnerships, communications and digital development.

2. Main areas of responsibility

- **Executive email and communication.** Check designated inboxes regularly; identify urgent messages; prepare clear draft replies; alert Chief immediately where a deadline, payment, invitation, complaint or partner decision requires attention; and track unanswered messages.
- **Daily organisation and follow-up.** Maintain the agreed task list, calendar, reminders, contact records and follow-up log. Confirm meetings, prepare brief notes and ensure important commitments do not disappear inside WhatsApp or email.
- **Grant and proposal support.** Help locate official opportunity documents, organise donor guidance, extract deadlines and required attachments, arrange client files, support research and formatting, and keep application folders complete. No facts, figures or commitments may be invented.
- **Document and records management.** Name, file and retrieve proposals, policies, budgets, reports, CVs, letters, photographs, contracts and organisational records. Maintain clear versions and prevent accidental loss, duplication or disclosure.
- **Partner and client coordination.** Send approved reminders, receive documents, record pending items, schedule discussions and keep Chief updated on what each organisation has provided or still needs to provide.
- **Media and digital support.** Assist with content schedules, captions, uploads, newsletters, website records, programme notes, media files and audience communication for iThink Media platforms and other approved channels.
- **Meetings, travel and field support.** Prepare itineraries, documents, contact lists and practical arrangements; attend meetings or field visits when assigned; take clear notes; and help convert decisions into actions.

CORE RULE: The assistant supports judgment but does not replace authority. No application, payment, public statement, contract, sensitive email or organisational commitment may be submitted or approved in Chief's name without clear permission.

3. Expected daily working rhythm

- Morning: check messages and email, identify deadlines, and agree the day's priorities.
- During the day: work through assigned tasks, communicate progress and raise obstacles early.
- Urgent matters: alert Chief immediately instead of waiting for the next routine update.
- End of day: give a short report showing what was completed, what is pending and what requires a decision.



4. Working expectations and conditions

Role information	Details
Reporting line	The assistant reports directly to Richardson Kyeyune (Chief).
Work arrangement	Full-time and flexible; the exact office, remote and field arrangement will be agreed before appointment.
Base	Kampala/Wakiso, Uganda, with movement to meetings, organisations, studios, events and field locations as assignments require.
Working hours	Normal working hours and routine check-in times will be agreed. High responsiveness is expected during those hours.
Outside-hours contact	Occasional evening or weekend communication may occur during donor deadlines, broadcasts, travel or urgent organisational matters.
Travel	The assistant must be willing and practically able to travel within Uganda and, where properly arranged, on regional assignments.
Remuneration	Pay, start date, authorised work expenses and any travel arrangements will be discussed and agreed before appointment.

Availability and communication

This role needs a person who is genuinely present. Being active means checking agreed communication channels regularly, responding within a reasonable time, keeping Chief informed and not disappearing when work becomes busy. It also means asking questions where instructions are unclear and admitting early when a task may be delayed.

- Remain reachable online during agreed working periods and keep phone notifications active for priority channels.
- Communicate with professional warmth; regular updates are part of the work, not an interruption.
- Give honest progress reports. Never claim that work is complete when it has not been checked.
- Manage pressure through planning and prioritisation. Skipping meals or working unsafely is not expected.
- Respect personal rest and agreed boundaries while remaining flexible for genuine deadlines and emergencies.

Travel, meetings and mobility

Some assignments cannot be completed from a desk. The assistant may accompany Chief to partner meetings, media activities, organisational visits, trainings, field assignments or travel connected to approved work. Travel will be discussed with reasonable notice wherever possible, with attention to safety, purpose, timing and practical arrangements.

- Be ready to prepare and carry the correct documents, equipment list, contacts and schedule.
- Dress and communicate appropriately for the institution, community or event being visited.
- Keep meeting discussions and travel information confidential.
- Record decisions accurately and follow up agreed actions after returning.

Confidentiality and trust

The assistant may gradually receive access to client documents, draft proposals, organisational records, email correspondence, contact details, travel information, private planning and other sensitive material. Access will be given according to need and trust earned through responsible conduct.

- Do not forward, photograph, discuss or keep confidential information without permission.
- Do not share passwords or allow another person to use an authorised account or device.
- Do not use client information, contacts, documents or opportunities for personal benefit.
- Report any accidental disclosure, lost device, suspicious message or security concern immediately.
- Confidentiality continues even after the working relationship ends.



5. The standard expected from the successful person

- **Intelligence and judgment.** Understands more than the words of an instruction; notices risk, urgency, missing information and the possible effect of a mistake.
- **Strong English and communication.** Reads carefully, writes clear emails and updates, speaks respectfully and can adjust tone for donors, clients, community leaders and media audiences.
- **Computer and digital confidence.** Uses Word, email, internet search, file storage and online forms confidently. Excel, websites, media tools and other systems can be strengthened through training.
- **Initiative and organisation.** Starts agreed work without repeated reminders, keeps records, follows up and proposes sensible next steps.
- **Speed with accuracy.** Works promptly without rushing past instructions, names or deadlines. Checks before sending.
- **Teachability.** Accepts correction without hostility, asks thoughtful questions, practises new skills and improves from mistakes.
- **Maturity and character.** Is honest, calm, friendly, respectful and discreet; does not spread gossip, create unnecessary conflict or misuse closeness to leadership.
- **Professional flexibility.** Can adjust when priorities change, communicate during demanding periods and travel when an assignment reasonably requires it.

6. Professional boundaries and non-negotiables

- The relationship is professional. Respect, dignity and appropriate boundaries apply to all communication, meetings and travel.
- Marital status is not a selection condition. What matters is genuine availability, ability, reliability, integrity and willingness to meet the role's agreed demands.
- The assistant must not speak as Chief, promise funding, commit an organisation, handle money or submit important work without authority.
- Dishonesty, deliberate disclosure of confidential information, fraud, harassment, persistent unexplained absence or misuse of accounts may end the working relationship.
- A successful applicant may be asked to complete a practical task and provide identification and references before receiving access to sensitive work.

BEFORE COMMITTING: Applicants should accept this role only if they are ready for disciplined full-time support, regular communication, continuous learning, changing priorities, occasional outside-hours contact and work-related travel. Interest alone is not enough; dependable performance is essential.

7. What success will look like

- Important emails and deadlines are noticed early and acted on correctly.
- Chief receives clear updates and spends less time searching for files or chasing routine follow-up.
- Client, organisational and media work is organised, traceable and handled respectfully.
- Meetings, travel and assignments are prepared properly and decisions are followed through.
- Trust grows because the assistant is honest, discreet, teachable and consistently reliable.

Professional contact

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