

WE ARE HIRING!



Receptionist

Qualifications and Experience

Bachelor's Degree in Business Administration, Public Administration, or a related field

Minimum of 2-3 years' experience supporting senior executives or C-suite leadership

Experience in corporate, government, or high-level institutional environments is preferred

Competencies and Skills

Strong organizational and time management skills

Excellent written and verbal communication skills

High level of discretion and integrity

Proficiency in Microsoft Office and office management systems

Ability to multitask and work under pressure

Strong interpersonal and stakeholder management abilities



▶ Apply Now

Application deadline : 5.00 pm Friday 3rd April, 2026.
Submission email : info@pcf.go.ug

Applicants should submit both their application letters and CVs