

1. ADMINISTRATIVE ASSISTANT

Reports to the Finance and Administration Manager

Responsibilities

- Maintain control of the period of contract validity and notify the Executive Director of contract termination dates in a timely fashion.
- Administer employee benefits and insurance files and filing.
- Ensure employee files are accurately recorded, updated, filed, and kept confidential.
- Track basic personnel data such as attendance, vacation, and leave of absence.
- Prepare government-required fiscal reports of income and social security tax withheld and distribution of personnel-related memorandum in compliance with government regulations.
- Maintaining the Fixed Assets Register.
- Make a physical check up to see whether all assets in the register are in place
- Recommend assets for replacement or disposal
- Receive requests for purchase of various services from accountant or manager and assist the accountant in following prescribed procurement procedures.
- Handle travel logistics to the Organization's staff
- Process travel reports and coordinate with accountant for payment.
- Provide logistical support for meetings, workshops, and conferences.
- Manage the motor pool, ensuring to the Organization's vehicles is used for official purposes only and that vehicles are maintained on a regular basis.
- Ensure that vehicle insurance and documentation are up to date.
- Manage janitors' duties, ensuring that cleaning services are provided on a regular basis.
- Ensure contractual services for security are fulfilled and notify Director of Finance and Administration when the contract is expire to ensure that security services are not interrupted.
- Manage petty cash and ensure that payments in cash are in accordance with established procedures and that petty cash amounts are kept within the maximum limit established by management.
- Issue receipts; receive cash amounts and checks and other amounts paid to the Organization.

Desired Skills and Abilities

- Good interpersonal skills, written and oral communication skills, including the ability to communicate effectively within all levels in the organization.
- High Level of integrity.

- Good interpersonal skills and possession of a teamwork orientation and ability to interact harmoniously and effectively with colleagues from diverse disciplines perspectives.
- Level IV in English and the ability is an added advantage.

Education and Experience

- Undergraduate degree in business administration or related field
- At least five years of experience in the similar position type, and high level of responsibility.
- Competent in the Microsoft Office standard software (Word, Excel, Access and Power Point).