

**Job vacancy: Finance/Administrative Assistant**

**Organization profile and background:** New Sight Eye Center is a Liberia based non-governmental Organization founded 2009 with the goal to provide affordable, accessible, available, comprehensive and quality eye health care services for all. Since establishment to date, the center continues to impact visual impairment and blindness, thus significantly contributing in the Health sector of Liberia.

**Job Title:** Finance/Administrative Assistant

**Location:** Based in Monrovia with frequent travel outstations

**Number of persons:** One person

**Responsible to:** OTP Coordinator & Administrator

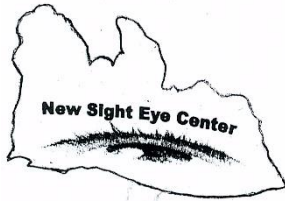
**Main Responsibilities:**

**Administration/Logistic:**

- Assist in planning meetings and workshops
- Responsible for all OTP corresponding
- Work closely with the OTP coordinator with support from Adm. & ED
- Occasionally attend official meetings on behave of New Sight Eye Center
- Assist in monitoring and supervision of office/warehouse.
- Assist in preparation of rental contracts as well as work contracts with suppliers and contractors.
- Coordination of activities with Finance Administrator and OTP coordinator
- Ensure that office documents and files are well maintained
- Keep employee, volunteers and interns files up to date
- Assist in preparation of NSEC assets report
- Assist the Admin.in all NSEC Fleet management
- Liaise with all Ministries and Agency on behave of New Sight Eye Center.
- Support logistical arrangements for meetings and meeting arrangements.
- Support coordinating in-country and international travel.
- Provide logistical support to international team members visiting Liberia.
- Assist in the procurement local office supplies for Ophthalmic Training Program

**Finance:**

- Assist in preparation of payroll in accordance with Liberian Labour and Tax laws and Social Security Regulations
- Assist in processing of staff compensation payments, benefits, and tax payments on a timely basis.
- Ensure all claims from individuals and organizations are collected on time;
- Review documents, summaries, and reports before they are submitted for approval.
- Ensure all transactions are classified and recorded properly in Quickbooks and financial reports are prepared in accordance with the Generally Accepted Accounting Principles and all other applicable rules and regulations.



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- Ensure cash and other related assets are protected from unauthorized access, misuse, and misappropriations
- Maintain Ophthalmic Training Program cashbook
- Any other function as designated by the Executive Director

**Experience:**

- At least Three (3) years of relevant work experience. Experience in a similar post in a multilateral organization will be considered an advantage

**Education:**

- At least a Bachelor’s degree in Business Administration, Accounting, Public Administration, Economic, or any business related course

**Languages:** English

**Personal Value:**

- Respectful
- Clean
- Honest
- Patience
- Computer literacy (Excel, words, PP, Access, etc)

**Applications for this position should be sent to:** Please address or send your letter of application, along with your CV and all relevant document including two letter of Recommendations, (One from the community and the other from your religious institution) to:

Mr. Robert F.Dolo  
 Executive Director  
 New Sight Eye Center(NSEC)  
 72<sup>ND</sup> Community, Somalia Drive  
 Paynesville City, Montserrado county  
 Email: [rbrtnsec@gmail.com](mailto:rbrtnsec@gmail.com)

**Opening and Closing date:** Dec. 22, 8:00AM 2020  
 Jan. 7 4PM 2021