

Administrative officer (Grand Bassa, Margibi, Grand Cape Mount and Montserrado) 4 post



JOB TITLE: Administrative Officer
TEAM/PROGRAMME: Administration
LOCATION: Monrovia
GRADE: 3
POST TYPE: County/National
PROJECT DURATION: 12
MONTHS

Report to: Project Research Director

Employment status and period: based on funds availability.

Afrika Macht Schule founded in 1992 with some allies the association declared 'Circle of Friends of Tambacounda' which has since encouraged development projects in Tambacounda. This region is located in the east of Senegal and is known to have weak structures. Unemployment is high and the outlook is reduced. From the beginning, the aim of the association was to carry out educational projects to enable the Tambacounda region and its population to develop in a sustainable way.

Since the founding of the association, we have been involved in many areas by constantly spreading dialogue between peoples of equals. In our view, development work should not be confused with development aid, because the concept of aid is based on an asymmetrical dynamic that is at odds with sustainable development. Our work is based on our understanding of education as a condition of a self-determined life. In addition, we are a non-governmental organization independent of any political party and denomination.

We are going to partner with LISGIS, GENDER MINISTRY AND WATER AND SEWER LIBERIA.

PURPOSE OF THE PROJECT

The purpose of the project is to ensure the proper and Immediate life-saving implementation of the Children, Women and communities that are in other ways been affected through economic crisis and hardship in rural and urban Liberia. Afrika Macht Schule and its partners are trying to provide substantive intervention including Child protection, WASH and research through education in Liberia and intends to scale up the implementation of Child Protection and WASH projects and the project will fit into an existing sectoral programme and will focus on providing

life-saving interventions through Mobile child friendly space interventions and providing safe drinking water to be carried out in rural and urban areas in Liberia.

Afrika Macht Schule and its Partners are expecting from the post holder to contribute to the organization's effort to save the lives of vulnerable children, women and communities who are particularly affected by the neglect, exploitation, lack of parental cares and lack of safe drinking water due to emerging situation and hardship circumstance created by either economic crisis or other key factors.

Administrative Officer Responsibilities:

- Answering telephone calls, responding to queries, and replying to emails.
- Preparing expense reports and office budgets.
- Managing office supplies and ordering new supplies as needed.
- Systematically filing important company documents.
- Forwarding all correspondence, such as letters and packages, to staff members.
- Scheduling meetings and booking conference rooms.
- Hiring maintenance vendors to repair or replace damaged office equipment.
- Assisting the HR department with job postings and interviews.

Administrative Officer Requirements:

- Bachelor's degree in Business Administration or Business Management is advantageous.
- Proven experience working in an office environment.
- Proficiency in all Microsoft Office applications.
- Working knowledge of Administration and business management.
- The ability to multitask.
- Excellent organizational skills.
- Effective communication skills.
- Exceptional customer service skills.

Qualified women and men are encouraged to apply.

We provide you with:

- Experience in the field in the international development/humanitarian sector
- Access to trainings with guidelines and tools from the NGO sector, to a career development centre, and to advice from experienced humanitarian workers
- A member forum to share and learn from experiences of other participants

Interested applicants should send their letter of application and CV to: hrrecruit304@gmail.com
cc: Finance/HR Senior Officer arthurlate1@gmail.com

Not later than Friday (Feb 17, 2020). Hard copies will not be entertained.