



VACANCY ANNOUNCEMENT

Role: Office Administrator

Location: Monrovia

Deadline: January 31, 2019

Applicants are encouraged to apply asap, as applications will be reviewed on a rolling basis.

Background: GiveDirectly is driving a re-evaluation of the assumptions underlying international philanthropy with a provocative model: we deliver donations directly to the extreme poor and let them decide what to do with them. This approach builds on two converging trends: the rapid spread of electronic last-mile payments solutions in the emerging markets, and the large body of experimental evidence showing that direct transfers are as or more cost-effective at reducing poverty than more traditional, top-down approaches. GiveDirectly's field operations utilize state-of-the-art technology and business processes to deliver transfers securely, efficiently, and transparently. Our unorthodox approach – allowing the poor, and not the donor, to choose where they invest – has prompted debate in the popular press and among policy makers. GiveDirectly has been featured on NPR's [This American Life](#), and in [Foreign Affairs](#), [The Economist](#), and [The New York Times](#). It was named one of the Top 10 Most Innovative Companies in Finance by [FastCompany](#), one of the 25 Most Audacious Companies by [Inc.](#), and one of GiveWell's top-rated charities for 4 years running.

Overview: The Office Administrator (OA) role will play an important role in managing the country office by procuring inventory and supplies and sourcing multiple offices, helping to implement systems, and providing administrative leverage to the management team. The role will reward exceptional organizational skills, rapid problem-solving for a range of logistical challenges, and a deep interest in building GiveDirectly's culture and organizational reach

Responsibilities

Key Duties and Responsibilities:

- Assist in procurement of inventory and supplies
- Assist management team with implementation of procurement policy
- Coordinate with vendors on delivery, repair, and maintenance of procured supplies (including equipment used by our field officers and mobile phones used by our recipients)
- Maintain a record of all GD property and make replacement recommendations
- Enforce protocols on staff handling / tracking of GD property and overall adherence to safe-storage policies
- Maintain insurance coverage for phones and other valuable inventory
- Source field office locations as needed
- Oversee steady-state office upkeep, including liaising with the landlord for maintenance fixes and groundskeeping
- Manage petty-cash accounts and track expenditures in an organized, detailed, and verifiable manner
- Remit miscellaneous payments to vendors and staff as necessary

- Assist with ad hoc logistical tasks to ensure smooth running of office functions and team events (retreat set-up, internet breaks,)
- Oversee coordination for high-priority visitors
- Provide management team with personal travel and admin support
- Assist with visa procurement
- Any other duties assigned by your manager

Required qualifications:

- Minimum of First Degree in Accounting, Logistics, Procurement or other related coursework.
- Experience working with INGOs is desired
- Experience working in a USAID funded project
- A Minimum of 5 years of experience in the field of logistics, procurement and asset management
- Ability to Multitask and work within complex environments
- Ability to work independently with little supervision
- Must be able to work with Microsoft Excel, Google docs, Gmail and easy to learn other new applications
- Possess the ability to conduct and support recipient surveys and associated processes
- Empathy, honesty, and the highest standards of integrity
- Fluency in English is required
- Excellent communication skills

To Apply:

Click on the following Link to Apply: <https://givedirectly.recruiterbox.com/jobs/fk0jf98/>