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**JOB DESCRIPTION**

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| **Job Title:** | Administrative Assistant |
| **Company:** | GORTA-Self Help Africa |
| **Department:** | Administration |
| **Location:** | Lilongwe |
| **Reports to:** | Human Resources and Administration Officer |
| **Job Purpose:** | Self Help Africa (SHA) is a non-governmental international organization engaged in rural development programmes to change the livelihood of the rural communities/households in over 8 countries in Africa. The main purpose of the Administrative Assistant will be supporting the administration Office on day to day management of administrative tasks in the country programme office by collaborating with Human Resources and Administration Officer for SHA Malawi Country Programme |
| **Key Responsibilities:** | **Office Administration** * Managing the Country Office reception including receiving visitors and telephones,
* Overall assisting in management of the office and making sure that the office is in good order all the time,
* Overall management of office and equipment cleaning and ensure that all offices are clean at all times,
* Ensure that all programme documents are properly channeled to the correct office on time,
* Assist in making appointments and bookings for the programme Office,
* Assist in preparation and coordination of all travel and accommodation arrangement for staff,

 **Store Management*** Assist in ensuring that all OQRFs are approved, processed and scanned and shared to on time,
* Responsible for management of stores including receiving and issuing goods to staff,
* Ensure regular updating of stores register,
* Producing stores reports and store request on quarterly basis

**Safety, Health and Security*** Ensure adherence to office safety and security guidelines at all times;
* Ensure the office in always clean and safe to all staff
* Management of fire extinguishers and first aid boxes
* Actively monitor office activities and security and advise the Human Resources and Administration Officer on any new developments.
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| **Key Relationships:** | * Country Office & Project team
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| **Knowledge and Experience:** | * Minimum of Second Level Education in Business Administration
* Minimum of 2 years experience in administration and office management
* Strong understanding of and practical experience in Administrative issues
* Strong computer skills especially with Ms Word, Outlook and Excel and other related packages
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| **Qualifications/Other Requirements:** | * Able to work well with staff and partners at different levels
* Proven problem solving and organizational skills, flexibility and calm under pressure
* Excellent English language skills. A good communicator, with proven experience in reporting.
* Good team-worker; able to live and work closely with a diverse team with minimum direct supervision
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| **Role Competencies:** | * Excellent communication skills.
* Ability to work with minimum supervision and to work under pressure and on own initiative
* Ability to work as part of team across different cultures.
* Ability to solve problems and take corrective action.
* Excellent verbal, analytical, organisational and written skills
* People management skills
* Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values
* Attention to detail and the ability to produce timely and accurate reports
* Ability to work as part of team across different cultures
* Honest, encourages openness and transparency
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
* Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
* Future orientated, thinks strategically
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**Self Help Africa is an equal opportunities employer**