**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JD Unique ID:** |  |
| **Job Title:** | Office Assistant |
| **Company:** | Self Help Africa  |
| **Location:** | Chilubi  |
| **Contract type:** | Fixed Term Full Time |
| **Hours:** | 37.5 Per Week |
| **Reports to:** | Community Based Mobilisation Officer |
| **Salary:** | TBA |
| **Organisation overview:** | **About Self Help Africa & United Purpose** In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.This merger doubled our size and reach – and means that in 2022 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance. In 2022 our work will reach more than six million people and invest upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation, and hygiene. This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle the global challenges in progressive and innovative ways. |
| **Job Purpose:** | The Office Assistant (OA) will be responsible for front office management including welcoming and guiding visitors. He/ She will be required to ensure that SHA administrative systems implemented and adhered to, that the front offices are well maintained, including filing of documentation, and other duties as required by the line manager. He/ She will be required to be self-motivated and requiring minimum supervision. Should be honest, diligent and a team player.  |
| **Key Responsibilities:** | * Front office management
* Receiving and guiding visitors
* Answering and directing phone calls
* Systematic filling of documents and correspondences
* Responsible for all incoming/ outgoing travel logistics
* Attend to all incoming and outgoing mail/ correspondences
* Responsible for monitoring/ stocking of office consumables
* Maintain a visitor’s log
* Cleaning of offices (In times when cleaner is not available)
* Input of data for the project as required by the project manager
* Arranging and attending meetings
* Any other assignment given by the supervision
 |
| **Key Relationships:** | **Internal*** Community Based Mobilisation Officer – direct report
* TRALARD Team Leader

**External**TRALARD Implementing Partners |
| **Knowledge, Experience and Other Requirements** | * Minimum Grade 12 full certificate
* At least a Tertiary certificate level qualification
* Knowledge and ability to operate basic office equipment- scanners, copiers, and fax machines
* Knowledge of computers is an added advantage
* Certificate in office management will be an added advantage.
 |

*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**