**JOB DESCRIPTION**

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| **JD Unique ID** |  |
| **Job Title** | Office Assistant - Dedza |
| **Company/Employer** | Self Help Africa |
| **Location** | Dedza-Malawi |
| **Contract type** | Full Time Fixed contract, Six months with possibility of extension |
| **Reports to** | Project Manager |
| **Organisation Overview** | **About Self Help Africa**  Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.    In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.  Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, and CUMO, Malawi’s largest micro-finance provider.  Our three core values are:  ▪ **Impact:** We are accountable, ambitious and committed to systemic change.  ▪ **Innovation**: We are agile, creative and enterprising in an ever-changing  World.  ▪ **Community**: We are inclusive, honest and have integrity in our relationships. |
| **Job Purpose** | Self Help Africa seeks to recruit an Office Assistant who will be supporting the SPEAR & FOCUS project by providing day-to-day office operations. They will be reporting to the project Manager. They will be based in Dedza, |
| **Key Responsibilities** | • Opening and closing offices as per SHA procedure.  • Receive and inspect goods as they are delivered at the office.  • Make sure kitchen supplies are available.  • Ensure that the kitchen, reception area and the entire office are kept clean.  • Report electrical appliances faults to avoid fire accident or electric shock.  • Ensure that windows are opened and closed on time before knocking off.  • Keep the toilets clean.  • Assist with serving refreshments during meetings.  • Cleaning of kitchen utensils and washing of tea towels.  • Ensure that the office surroundings is kept clean.  • Assist with photocopying of documents.  • Assist with stores management  • Assist with scanning of documents.  • Ensure that utility bill/units are checked regularly to avoid disruption of office work.  • Ensure that hygiene protocols such as hand washing station is set at the entrance of the office.  • Make proper office handovers with the night guards |
| **Key Relationships** | **Internal:**   * Project Manager * Stores Officer * Dedza Team |
| **Knowledge, Experience and Other Requirements** | * Malawi School certificate of education. * Ability to manage time effectively and good communication |

This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form, downloadable on <https://gsha.box.com/v/applicationform>. The completed application form should be uploaded together with the **Cover letter, Curriculum Vitae and Copies Certificates** saved in your name to <https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000aKBFa%20-%20Advert%20for%20Office%20Assistant%20(77918>)

No hard copies / physical applications will be accepted. **Please note zipped Folder will not be accessed.**

**Closing date for the receipt of completed application forms is 12:00 Midnight of 13th June 2025.** Only short-listed candidates will be contacted.

Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

*All candidates offered a job with Self Help Africa 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 strives to be an equal opportunities employer**