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**JOB DESCRIPTION**

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| **Job Title:** | Administrative Assistant (AA) | |
| **Company:** | Self Help Africa | |
| **Department:** | Finance and Administration | |
| **SHA Job Grade** | 3 | |
| **Reports to:** | Senior Administrator | |
| **Job Purpose:** | Reporting to the Senior Administrator, the Administrative Assistant performs various routine office caretaking duties, picking-up and delivering items; serving refreshments, office support functions as well as other related duties as required. | |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **R1: Office Premise caretaking**   1. Timely opening and closure of office premise. Includes ensuring all applainces and equipment (shared appliances e,g telephone line, internet routers, photocopiers and printers) are switched on/off as appropariate, 2. Reporting of any mal-functioning equipment/items in areas of operation i.e doors, handles, locks, taps, cisterns, lights, switches, etc, on a monthly basis 3. Ensuring the cleanliness of office premises (external and internal) 4. Continuous improvement of the organisational image through ensuring proper office lay out, outlook and office signage 5. Assist with frontdesk work, including receiving and directing visitors and responding to basic enquiries. | Timely opening and secure closure of SHA Kampala office  SHA office and compound are clean, hygenic and attractive all the time |
| **R2: Provision of refreshments to staff/visitors**   1. Ensuring consumable office supplies are always available 2. Ensuring that tea and other refreshments are in place for staff and visitors | Staff and visitors can easily access tea, water and other refreshments anytime of the day while in office |
|  | **R3: Mail management**   1. Clear document trays and distribute documents as required 2. Checking the post office box for any mails on a monthly basis 3. Recording/ registering incoming mails |  |
|  | **R4: Clerical office support**   1. Assist with photocopying, collating, scanning and binding documents as the need arises 2. Type documents and correspondence for staff, proofread pamphlets, flyers, manuals and handbooks for accuracy and completeness as needed. 3. Assist in the coordination and preparation for meetings and special events by securing and setting up the rooms, preparation of documents/folders, registrations, payments, confirmation and arranging for refreshments and necessary equipment | All incoming mails and invoices are documented and tracked |
|  | **R5: Store management**   1. Collecting and distribution of stationery and other supplies to staff from stores 2. Ensuring records of all supplies are up-to-date and inflows balanced against outflows. 3. Assist with filling in forms and control documents according to agreed control procedures e.g stores stock register. 4. Displaying office supplies and stock in an easy to locate manner in the store 5. Receiving and recording of all goods procured in to store 6. Tracking stores supplies and stock and initiating stock replacements | Stores supplies well kept, inflows and out flows monitored and supplies made made available as and when necessary |
|  | **R6: Recording and tracking payment document**   1. Receiving and recording all external payment requests and/or invoices 2. Maintain Request To Order Forms (RTO), writing and tracking Local Purchase Orders 3. Ensure completeness and accuracy of supporting documents of invoices for payment | Excel spreadsheet is updated, on a weekly basis, to track payments |
| **Key Relationships:** | **Internal**   * All staff   **External**   * Visitors * Vendors for office kitchen supplies | |
| **Education and Experience** | 1. Minimum of A Levels 2. Training to certificate level in office management or fields related to tasks above 3. Minimum of 5 years practical experience working, preferably in international NGO environment | |
| **Qualifications/Other Requirements** | 1. **Essential**   **Knowledge, Skills and Abilities**   * Ability to learn quickly * Ability to use modern office equipment * Ability to understand and follow simple written and oral directions * Ability to use appropriate initiative as may be required in a given situation * Highest standards of ethics, including honesty and trust worthiness * Positive attitude and behavior * Self-motivated  1. **Desirable**  * Willingness to work extra time and during odd hours * Basic experience with accounting, stores or logistics work * Diploma in fields related to the above tasks | |