



## Job description

**Job title: Administrative Officer**

**Job location: Senegal**

**Reports to:** Finance & Support Services Manager

**Responsible for: N/A**

**Department:** Finance & Performance

## Job purpose

The Administrative Officer provides administrative support and office services for the smooth running of the Country Office. Develops and implements systems for efficient and timely delivery of assigned roles and responsibilities

## Principal accountabilities:

### 1. General Administration 40%

- Responsible for the day to day administration of the office.
- Overseeing the office premises and the general maintenance of office equipment and ensuring all equipment are always in good working condition.
- Ensuring smooth operation of the IT system - email, internet, security alarm system
- Maintain an efficient filing system to ensure easy retrieval of information
- Management of cleaning and garden services to ensure effective maintenance of office facility
- Management of contract with landlord, security company, IT consultant, cleaning company and relevant suppliers and ensuring effective supervision of security staff
- Provide effective supervision of the Admin/Office Assistant to perform assigned roles and responsibilities

### 2. Programme Support 20%

- Organise project/programme meetings, travels, seminars and other project related activities
- Assist with development of new project documents
- Filing of project documents and dissemination of filing information
- Follow up with partners for the submission of their annual reports

### 3. Procurement and Stock keeping 15%

- Liaise with partners for their equipment and material requests and entering of same on to Sightsavers Standard List
- Overseas Orders: Maintain adequate and orderly records of overseas purchases and obtain exemption letters from required government ministries.
- Liaise with the global procurement team on equipment/material requests.

- Liaise with the clearing agent to ensure goods are cleared on time
- Keep efficient records of all procurement for the various project partners
- Take charge of all local purchases and supplies
- Keep up to date records on all supplies, consumables and other items in the store – including vehicle tyres, spare parts, etc

#### 4. **Vehicle Management 15%**

- Line management of drivers
- Manage monitoring procedures and systems to control movement of office vehicles and drivers
- Review and monitor vehicle maintenance schedule and ensures that vehicles are regularly maintained and serviced when due.
- Monitor renewal schedule for insurance, road tax and other legal obligations for all vehicles and arrange for timely renewals.
- Support disposal of vehicles transfer of ownership and update of fixed asset register as required.

#### 5. **Travel Management. 10%**

- Accurately handle all travel arrangements, including hotel reservation, flight reservations and ticket purchases, visas and other immigration requirements

### **Jobholder entry requirements - *the essential knowledge, skills and behaviours required***

#### **Knowledge (Education & Related Experience):**

1. University degree or tertiary qualification (or equivalent) in Administration/Management or equivalent professional qualification from a recognized Tertiary institution
2. Good working experience in an administrative role of a reputable INGO

#### **Skills (Special Training or Competence):**

1. **Planning & organising:** prioritizing activities and developing simple but realistic plans to achieve them.
2. **Multitasking:** Ability to do different things at the same time
3. **IT Skills:** knowledge in the use of MS Word, Email Outlook, Excel, PowerPoint
4. **Written and Spoken Communication:** tendency to express information and ideas clearly and in a manner that is appropriate, concise and accurate.

**Tenacity:** tendency to persevere with objectives until they are accomplished.

#### **Core behaviours:**

- Change and Improvement

- Communicating and Influencing
- Decision Making
- Team Working
- Planning and Organising
- Delivery and Implementation
- Plus, we would expect the following:
  - Interpersonal and intercultural sensitivity
  - High degree of integrity
  - Active listener

## **Key relationships**

### **Internal**

1. Country Director
2. Finance & Support Services Manager
3. Programme Manager, Programme Officers
4. Procurement Team (HH)

### **External**

1. Hotels (as required)
2. Travel Agents (as required)
3. Corporate services Team in UK
4. Service Delivery Organisations
5. Project partners
5. Other NGOs.

### **Financial data**