

SENIOR ADMINISTRATIVE ASSISTANT

REPORTING RELATIONSHIP: ASSISTANT CHIEF EDUCATION OFFICER-(LITERACY)

FUNCTIONAL RELATIONSHIP: SENIOR EDUCATION OFFICERs, INTERNAL AND EXTERNAL PARTNERS IN EDUCATION.

BROAD AREAS OF RESPONSIBILITY:

The Senior Administrative Officer has the overall responsibility for ensuring that the day-to-day administrative affairs of the Literacy Unit are carried out as per the expectation of management, including liaising with relevant officers, and stakeholders both internal and external to the organization. Most of the administrative matters will be based on ad hoc and immediate needs, often requiring quick turnaround and flexibility, especially regarding the organisation of events. The administrative position is pivotal to the functioning of other departments and connects to all other units and departments of the organisation in the day-to-day operations. Additionally, the Senior Administrative Officer will need to oversee the partial functions of the office spaces covering the janitorial and maintenance and gardening operations in conjunction with the other tasks as assigned.

PURPOSE: To provide administrative support to the Literacy Unit.

KEY OUTPUTS: - Efficient and effective functioning of the Literacy Unit.

- Typing, Dispatching and retrieving official documents, tracking programmes and initiatives.

RANGE OF ACTIVITIES:

1. Direct supervision of the Assistant Administrative Officer and other ancillary staff tasks.
2. Ensure that all the administrative needs of the Unit are fulfilled in a timely, efficient & cost-effective manner.

3. Oversee usage and upkeep of office facilities & utilities: phone, printers, electricity, office spaces and layout, furniture, office amenities-tea, coffee, etc.
4. Manage office budget and ensure compliance with financial process and report related information on a timely or needed basis.
5. Put in place and maintain follow up tools and archiving system for all the units and the purchase order of the units.
6. Maintain and update administrative files with necessary confidential documents where required.
7. Assist in the training, briefing and welcoming of the newly recruited personnel.
8. Manage all literacy events, gatherings and meetings.
9. Oversee entire logistics for events and provide the whole gamut of logistical support for the events.
10. Identifying skills gaps and recommending training needs of the staff.
11. Maintain records on the team and conduct an annual appraisal of staff.
12. Organise staff development and professional development sessions and team-building initiatives.
13. Handles travel arrangements, coordinate training sessions, conferences and arrange reimbursement for Literacy Staff.
14. Submit periodic reports on all the partial units' functions.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

A certificate/Diploma in Public or Business Administration or Management Studies plus a minimum of at least three (3) years' experience in an administrative capacity.

- Must be meticulous, organised & possess excellent communication skills.
- Good working knowledge of MS Word, Excel & other MS Office packages.
- Must meet deadlines under stress, multi-task and be able to solve diverse problems.
- Must have excellent interpersonal skills and supervisory skills.

WORKING CONDITION

Typical working conditions 08:00 – 16:30h.

