

Job Profile – Administrative Assistant

Duty Station: Field Mission (SAMIM)

Primary Purpose of the Job

- Assist in all matters relating to formulation and implementation of administrative procedures and regulations in accordance with the SADC rules and guidelines
- Supervise the work of a team working underneath this position

Management of Institutional Assets

- Custodian of Assets for the Centre
- Prepare and update Physical Inventory lists
- Record all Asset movements
- Provide adequate security systems for all the assets
- Register all Purchases and Disposals
- Secure all building against emergency like fire
- Preparation of Asset Replacement Schedules and monitoring of asset usability

Maintenance of Assets

- Carry out revaluation exercise for building and other Assets
- Maintain database for Assets
- Insure all Assets according to categories and risks
- Identifying of service providers for repairs and maintenance of Assets
- Provide adequate fuelling for motor vehicles
- Maintain records usage of all assets
- Ensure compliance to SADC rules on Asset related issues

Management and Procurement of Goods and Services, Clearance, Importation and Customs issues

- Collect information on requirement for Goods and services
- Compile requirements from all sections
- Collect quotations for the Goods/services required
- Raising of Requests for Quotation
- Provide services for evaluation team

- Provide secretarial services for the tender committee
- Raise Local Purchase Orders for purchase
- Prepare note verbal for imported Goods for Vat exception
- Clear Goods according to statutory requirements
- Keep database for suppliers list

Management of Conference and Logistics

- Preparation of meeting place according to Calendar of events
- Arrange for Accommodation and other logistics
- Arrange for transportation of Visitors
- Arrange insurance issues for visitors
- Attend to Visitors problems
- Make flight bookings
- Arrange for Visas
- Consult with the Ministry of foreign Affairs over Visitors issues
- Arrange for Interpretation and Translation in the three SADC languages

Supervision

- Prepare work plan, schedule work, allocate and delegate tasks to subordinates
- Supervise the subordinates and their work, and appraise their job

Performance

- Provide advice and guidance as and when required to subordinates
- Provide quality services as per service level agreements
- Consult on any staff related issues
- Provide inputs to the annual budget estimation for the unit
- Prepare regular progress reports as and when required
- Undertake any other duties as delegated

Qualifications and Experience

Education

At least a Degree in Business, Administration or related field from a recognised institution

Specialised Knowledge

- Knowledge with office administration processes, policies, principles and practices
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 5-7 years of work experience in office administration

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Supervisory skills

Competency Requirements

- Apply interpersonal styles/methods to develop and motivate staff
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without much close supervision
- Flexible and adaptable to change
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis

- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player