

Terms of Reference Administrative Assistant

Position: Admin Assistant

Location: Monrovia

LoE: Initially 24 months (with the possibility to extend)

Start Date: ASAP

Solidaridad West Africa is recruiting an Admin Assistant for the European Union funded Liberia Cocoa Sector Improvement Programme (LICSIP) to support project implementation by providing administrative and logistical support to project staff across the project intervention areas.

Project Background

The Liberia Cocoa Sector Improvement Programme has the following five objectives:

- Improved farm-level sustainable production and productivity;
- Improved cocoa sector regulatory and institutional framework;
- Enhanced capacity of sector governance structures;
- Improved vertical market integration, access and visibility of Liberian cocoa;
- New employment for youth and women along the cocoa value chain.

Solidaridad will work with relevant stakeholders and partners across all five objectives.

Position Background

The Administrative Assistant will assist with the implementation of project activities by providing administrative and logistical support to project staff. S/he provides secretarial assistance, and assists with maintaining efficient office operations – copying/filing of documents, managing reports and resources, scheduling and coordinating meeting/events and administratively supports project staff. The Administrative Assistant ensures that administrative activities are conducted according to Project policies and procedures and in compliance with Donor regulations. The Administrative Assistant is aware of, and adheres to, Project Procurement Integrity standards in all activities.

Main Tasks

The main tasks of the Administrative Assistant will be:

- Coordinate interviews and hiring actions, ensuring completion of employee's documentation and administration, and completes administrative tasks related to all aspects of Human Resources.
- Assist in preparing job advertisements and general correspondence.
- Arrange and coordinate logistics support for selection and interview processes
- Maintain personnel files while maintaining tact and confidentiality.
- Assist with all aspects of general office coordination.

- Perform general clerical duties to include, but not limited to, copying and scanning of documents.
- File and retrieve organizational documents, records and reports.
- Draft reports and correspondence/letters using word processing, spreadsheet, database and/or other presentation software.
- Conduct research, compile data and prepare reports as requested.
- Support staff in coordinating appointments, preparing/disseminating materials, typing and formatting letters, technical documents, reports and presentations.
- Schedule, coordinate, attend and document program and project team meetings, and record, compile, transcribe and distribute meeting minutes, as requested.
- Coordinate international/domestic travels and hotel arrangements, ensuring that all travel arrangements are in compliance with Donor regulations and Project procedures.
- Process visa requests as requested
- Perform any other duties that may be assigned by Supervisor.

Qualifications

- Minimum Bachelor's Degree in Business Administration, Project Management, Public Relations or other related field
- Minimum two years' experience in Human Resources or Administration
- Proven administrative, human resources and interpersonal skills
- Strong interpersonal, verbal and written communications, teamwork and collaborating abilities
- Experience using standard editing/proofreading marks and graphic layout designing.
- Demonstrated excellent computer skills in Word, Excel, and PowerPoint.
- Ability to work independently and take initiative to manage high volume and sensitive workflow; knowledge of Donor employment regulations and asset.
- Fluency in oral and written English required.
- Ability to manage multiple tasks efficiently and work well under deadlines
- Demonstrated ability to work as an effective team member in a complex and fast paced environment.
- Excellent interpersonal and communication skills (verbal and written); demonstrated ability to interact professionally with culturally diverse staff, clients and consultants.
- Demonstrated ability to use discretion and good judgment; ability to maintain a high level of professionalism, confidentiality and tactfulness.

Reporting

- The Administrative Assistant will report to the Administrative/Finance Manager

Interested candidates can send a one-page motivation letter (addressed to the Administrative Manager, Solidaridad West Africa) and a resume in English to vacancies.li@solidaridadnetwork.org and state "Application: **Administrative Assistant**" in the subject line. **The closing date for applications is Monday, January 15, 2018.**

For more information about Solidaridad please visit our website: www.solidaridadnetwork.org.

Only candidates who are under consideration will be contacted for an interview.