

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Office Assistant

REPORTS TO: Finance and Admin Officer

REPORTING TO POSTHOLDER: None

LOCATION: Bale, Robe

DURATION & HOURS: Until 31 December 2022 with 60 days probationary period

PURPOSE OF THE ROLE

The Office Assistant performs cleaning duties, assists with different maintenance in the office, and performs courier services from and to the organisation. You will ensure the overall management of stocks in the field office store; assist in different office errands such as managing the photocopier, distribution of letters and memos, handling guests and answering the telephone. You will also assist different departments as required.

KEY TASKS AND RESPONSIBILITIES

- ✎ Undertake regular cleaning service for the field office
- ✎ Ensures that the store remains clean, tidy and that access is tightly controlled
- ✎ Provide assistance in the office regarding photocopier and binding documents by ensuring safe keeping of original documents
- ✎ Assist in making arrangements for meetings and in-house workshops
- ✎ Distribute letters, memos, faxes and other documents
- ✎ Make coffee & tea at field office
- ✎ Answer the telephone and transfer calls or take messages
- ✎ Assist the field office in accomplishing a range of day-to-day activities
- ✎ Carries out office errands such as delivering documents to and between offices when called upon to do so
- ✎ Provide assistance in preparing outgoing letters and correspondences and keeping a proper filing reference.
- ✎ Assist in the establishment of proper and modern filing system (electronic and physical).
- ✎ Provide assistance in flight bookings & hotel reservation for FARM Africa staff and visitors/guests
- ✎ Ensure financial documents are kept appropriately in archive and keep clear the finance archive
- ✎ Assist the cashier/accountant in handling payments of taxes on a monthly basis
- ✎ Assist in photo copying financial documents needed in bulk
- ✎ Support and stand in for the Store keeper when s/he is away from duty
- ✎ Handle the payment of utilities in the absence of the logistics officer

These essential functions are not to be interpreted as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required. All work responsibilities are subject to having performance goals and/or targets established.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
10/12th grade complete or above	
Computer skills, and knowledge of using Fax, Photocopier and internet	
Experience	
Two years relevant work experience	
Skills & abilities	
Ability to organize and prioritize workload independently, using initiative when appropriate;	
Ability to work methodically, with above average attention to detail;	
Pleasant and polite attitude at all times; ability to reflect the professional standards of FARM-Africa;	
Interest in and commitment to FARM-Africa's activities, enthusiasm to represent FARM to others.	
Show good manners with staff and guests	
Dynamic and highly motivated;	
Excellent communicator at all levels;	
Able to work with minimal supervision;	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT: Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDLED: Our teams and partners work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL: We deliver long lasting change for farmers, their families, and the environments they live in.

BOLD: We model innovative approaches and are not afraid to challenge strategies that are failing.

Those who meet the above requirements should submit their short CV (maximum of 4 pages) and a cover letter (maximum 1 page) addressing ethrecruitment@farmafrica.org with the subject **Office Assistant** by **07 August 2022**.

Only short-listed candidates will be contacted.

Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).