

- Registry: Maintain a filing system for REOSA, which includes maintenance of the operations unit shared drive files; Maintain and update all staff lists; Prepare routine correspondence of an administrative nature;
- Assist in maintaining local inventory records with responsibility for proper recording of assets, their maintenance, disposal and safeguard.
- Review and direct correspondence, calls and queries to appropriate contacts; provide for background information; respond to routine enquiries;
- Arrange appointments for the supervisor, receive visitors, place and screen telephone calls and respond to routine requests for information;
- Prepare correspondence to verify data, answer queries, and obtain additional information on transactions and operational matters, as required.
- Maintain a filing system of technical and project documents and correspondence.
- Provide assistance in the administrative processing of vacancy announcements and consultants' contracts;
- Carry out other specific administrative and operational tasks for programme/ project implementation as requested.
- Perform any other duties that may be required.

Minimum Requirements

- An advanced diploma in office administration, / finance or related
- At least five years' experience in a similar environment - experience in working with national governments, NGOs and other UN Agencies is desirable.
- Excellent oral and written communication skills, computer literacy, fluency in English.
- Languages: Working knowledge (Level C) of English
- IT Skills: Good knowledge of the MS Office applications, Internet and office technology equipment

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> • Accounts reconciled timely and suppliers paid on time 	Continuous
<ul style="list-style-type: none"> • Project work plans and log frames for project activities developed and updated timely in collaboration with Technical Officers 	January to July 2018
<ul style="list-style-type: none"> • all the payments processed timely 	Continuous
<ul style="list-style-type: none"> • Budget and purchase requisitions prepared and dispatched within 48 hours of receiving them. 	Continuous
<ul style="list-style-type: none"> • Payments progress reports and travels plans developed 	January to July 2018
<ul style="list-style-type: none"> • Staff technically supported to accomplish other monthly deliverables 	January to July 2018
<ul style="list-style-type: none"> • Ensure the new staff/consultants are inducted upon arrival. 	Continuous