

Job description

Job Title:	Administration Assistant
Group:	Operations
Dept./Project/Service:	Leaders in Teaching Ethiopia (LiTE)
Reports to:	HR and Administration Manager
Responsible for:	N/A
Usual office base:	Addis Ababa
Grade:	9

Project Overview:

The programme is a national programme aiming to enhance quality of teaching and learning in secondary education. The overall objective of the programme is to improve the transition of secondary school students to either post-secondary education or training or directly into the world of work by equipping them with relevant skills, knowledge, and attitudes through enhanced implementation of the competency-based curriculum. Edt are implementing this programme in partnership with two other organisations, one of whom, the Lead Partner, will also host the Project Management Unit (PMU).

Job Purpose:

The post holder is responsible executing administrative tasks and providing administrative support to staff and related projects in line with organisational policies and business processes.

She/he ensures that the administrative systems are functioning effectively, efficiently and in a user-friendly manner in support of smooth implementation of the project office

Job Objectives:

- Manage reception activities such as answering and directing calls, receiving visitors,
- Oversee car parking requirement, and administering ad hoc requests from users;
- Sorting and processing of incoming and outgoing post and receipt of goods and issuance of Goods Received Notes as required;
- In cooperation with Finance Team, maintain an effective asset register process by creating and maintaining the office inventory and schedule the quarterly inventory and report any losses;
- Oversees and ensures proper maintenance and functioning of office equipment and furniture
- Reviews accuracy of bills and ensures the bills are paid on time
- Responsible for maintaining an accurate inventory of office supplies to include stationery and Consumables.

- Responsible updating the asset register
- Responsible for creating, managing maintaining appropriate and up to date filing system of the programs, motor vehicles, stock/inventory
- Procure staff Identity Cards, and business card issues.
- Support activities such as meetings, arranging travel logistics for local and overseas travel, conferences/workshops, venue and resources for such activities.
- Maintain repository of frequently used forms e.g. travel, vehicle usage and maintenance logs etc.
- Supporting the in setting up and maintaining contracts, personnel files and other employee information in accordance with legal requirements and Education Development Trust policies and procedures.
- Supporting in managing staff leave processes, by administrating and processing leave and maintaining an up to date data base of leave records.
- Manage relationships with contracted service providers;
- Support staff and/or consultant travel, taking into account Duty of Care standards and laid down protocols;
- Make all administrative information available to staff;
- Photocopying and binding of documents.
- Store/Asset Management
- Petty Cash handling
- Perform any other duties as may be assigned by the supervisor.

Person specification:

Knowledge:

Essential

- Bachelor's degree in business administration, Public Administration or any other relevant discipline or equivalent working experience
- Knowledge of business administration processes and procedures
- Competence with IT and related software packages particularly Word and Excel

Experience:

Essential

- At least 3-5 years' experience in an administrative role; with a strong customer focus
- Experience of working in office or other work environment that involves managing logistics and reports.
- Experience overseeing a corporate switchboard – keeping the data within it up to date;
- Experience of establishing strong working relationships with colleagues within and from different organizations and cultures
- Experience in working as part of a team

Desirable

- Experience of working for an NGO in the development sector

Skills:

Essential

- Ability to take instruction
- Excellent written and oral English language skills with the ability to communicate effectively at all levels

- Strong organizational skills, ability to take initiative and solve problems
- Ability to meet deadlines and deliver results on time with strong attention to consistency, detail, and quality
- Ability to record and/or communicate messages accurately
- Excellent time management of self and workload
- Ability to liaise with line manager to ensure the effective management of workload
- Ability to prioritise workload and deal with multiple requests and work activities at any given time.

Our Values



Education Development Trust is committed to safeguarding and promoting the welfare of everyone who comes into contact with us. We operate a zero-tolerance policy to sexual exploitation, abuse, and harassment (SEAH). Applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and police checks. Successful candidates will be required to sign a safeguarding declaration to confirm that they will abide by edt's safeguarding policies and procedures, including, but not limited to, Protection from SEAH, and the Safeguarding Code of Conduct.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.