PO Box 736, Njombe
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Job Description: Office Administrator

Updated – February 5th, 2010

Reports to: Executive Director
Manages: Receptionist, drivers
Location: Njombe

Overall Purpose:

- To ensure that the Daraja office and equipment provide a conducive working environment for staff and that human resource policies are administered effectively and efficiently.

Key Responsibilities:

- **To deliver efficient day-to-day management of Daraja's office**, ensuring the office is kept clean, secure, well maintained, adequately supplied with stationery and other consumables, and provided with reliable IT and communications services. This includes managing relationships with key suppliers, including providers of security, cleaning and IT and communications services and suppliers.

- **To ensure Daraja has good working relationships and a reputation for professionalism and integrity among key stakeholders** within the Njombe area.

- **To provide human resource administration services**, including assisting with recruitment processes and the preparation of contracts and other related documentation, ensuring HR files are kept accurate and up to date and ensuring performance management and appraisal systems are followed,

- **To deliver day-to-day management of Daraja's vehicle pool**, ensuring vehicles are allocated efficiently and fairly, well maintained and regularly serviced.

- **To provide logistical support to Daraja's management and programme teams**, e.g. arranging transport and venues for meetings and/or visitors.

- **To support procurement processes**, including identifying potential suppliers and accessing quotes that provide good value for money, ensuring adherence to the procedures outlined in Daraja's Finance Policy Manual.

- **To maintain accurate records of stocks**, in line with procedures described by the Finance Policy Manual

- **To support the Accountant to maintain accurate records of fixed assets**, in line with procedures described by the Finance Policy Manual

- **To support the Head of Finance and Administration with the management of payroll**, including PAYE, pension and medical benefits.

- **To support the Head of Finance and Administration in developing a strong programme team,** including helping to ensure staff are motivated, capable, working efficiently and delivering results.

- To carry out any other tasks as reasonably required by your line manager.

Person Specification:

	Essential	Desirable
Education	• Degree in Finance, HR, business administration or other related field	• Advanced degree in finance, HR, business administration or related field
Experience	• 2-years experience working in office administration and/or human resource administration for a recognised organisation	• Experience of managing junior staff
Knowledge and Skills	• Good communication skills • Basic IT skills • Good knowledge and understanding of human resource management principles and practice	•
Personal Characteristics	• Excellent attention to detail • Committed to honesty and integrity • Hard working, even in challenging circumstances • Team-player with good inter-personal skills	•