



**Position Title: Administrative Assistant (1 position)**

<b>Reports to:</b>	Administrative Officer
<b>Supervises:</b>	N/A
<b>Employment Type:</b>	Full-time
<b>Job Location:</b>	Geita
<b>Travel:</b>	Up to 10% in intervention districts outside of job location

**Overall Job Function:**

The Admin Assistant in the region is responsible for assisting with front desk duties and general office duties including assisting the Admin Officer to organize logistics for fuel, staff travel, and meetings and field activities, and ensures day to day administrative issues are handled accordingly.

**Specific Responsibilities and Duties:**

- Manage front desk and provide customer care to visitors and staff
- Assist program teams to receive participant attendance list and receipts and submit to the Admin Officer for further processing.
- Ensure training materials are available and delivered to the venue on time and coordinate purchase of specified stationeries.
- Assist with coordinating office events and meetings
- Coordinate the conference room usage schedule and set room layout by placing LCD, laptop and pointer when required.
- Dispatch official letters to the appropriate address outside the office.
- Collect mails from the postal office and prepare them for distribution.
- Supervise the cleanliness of the office and record cleaning supplies delivered from vendors in monthly basis.
- Follow-up monthly utilities payments such as water bills, drinking water, DHL payment, telephone bills and maintain the files.
- Maintain logbook of LUKU and ensure there is enough units to run the office at all times
- Oversee the office on weekends when there is maintenance or repairs or fumigation.
- Make sure stand by generator has enough fuel and is in running condition.
- Assist with store keeping and shipping of equipment's as requested by procurement.
- Assist to make copies, scan documents, print business cards, ID cards, bind and laminate documents.
- Perform any other tasks assigned by the supervisor.

**Qualifications, Knowledge, and Skills:**

- **Required Education:** Bachelor's degree or diploma in Business Administration
- **Required Experience:** Minimum 2 years of relevant work experience including experience with front desk and customer management.
- Ability to work under pressure
- Good commercial and business understanding
- Proficient in computing – Microsoft Office program (Word, Excel, Project Scheduler, PowerPoint) internet, email
- Fluent in Kiswahili and English



- Experienced in working in a multicultural environment
- Familiar with telecommunications safety and environmental factors
- Ability to foster team-oriented goals

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