



ADMINISTRATION AND LOGISTICS OFFICER

OVERALL JOB FUNCTION:

Under direct supervision of the Laboratory Lead and technical supervision from the Director of Administration and Finance, serve as key administrative liaison at the regional office to the ICAP Kinshasa office. S/he will be responsible for the day-to-day functions of the office, including administrative and financial aspects, managing phone calls, petty cash and office supplies adhering to all US Government and ICAP regulations.

LOCATION: Mbandaka, Equateur, DRC OR Kisangani, Tshopo, DRC

REPORTS TO: Laboratory Lead (and Director of Administration and Finance)

SUPERVISES: Driver

DUTIES AND RESPONSIBILITIES:

- Ensure that the project office operates at all times in accordance with Columbia University and USG rules and regulations
- Support the Finance and Administration unit in preparation of monthly reports for program activities in the region
- Supervise the coordination of regional logistics, including transportation and lodging arrangements, for meetings, workshops, conferences, and short-term personnel.
- Oversee purchases of office supplies, as well as general office operations and maintenance where necessary
- Maintain tracking systems for regional inventory, action memos, approvals, and other administrative tasks
- Orient new staff and short-term staff on regional office procedures
- Oversee maintenance of the program's filing system in the regional office
- Manage personnel issues of regional staff by liaising with the central office for proper interpretation of ICAP rules & regulations
- Travel to ICAP site locations within the region as necessary to make arrangements for project activities
- Assist in recruitment of regional short-term local staff, as needed
- Manage and oversee all local contracts, subcontracts, and other agreements
- Ensure timely review, processing of invoices in collaboration with national office
- Any other duties assigned



MINIMUM QUALIFICATIONS:

- University degree in a relevant field
- Minimum 2 years experience in office administration and operations
- Ability to work in a professional and cordial manner with fellow staff, implementing and cooperating partners, and relevant NGOs and government agencies
- Ability to work independently with minimal supervision, to be able to accept and discharge substantial responsibilities, to prioritize work assignments, to meet deadlines, and to exercise professional judgment
- Strong computer skills in using Microsoft office (Word, Excel, Power-Point and Outlook)
- Excellent French oral and written communication skills
- English proficiency a plus

PREFERRED QUALIFICATIONS:

- Strong attention to detail
- Strong organizational and prioritization skills