



ICAP at COLUMBIA UNIVERSITY ZAMBIA JOB DESCRIPTION

Position: Office Assistant
Location: Lusaka, Livingstone, Ndola, Kitwe and Solwezi
Reports to: Site Coordinator

Position Summary

The Office Assistant at the site office has the primary responsibility for cleaning the offices and sanitary rooms following sanitation and hygiene standard procedures. Inform the Site Coordinator of any potential problems, equipment shortages, or unsafe conditions.

Major Accountabilities

- Knowledge of cleaning tools, sterilization, proper storage and disposal methods
- Excellent Communication skills and ability to work as a team
- Self-Motivation and ability to work under minimal supervision
- Ability to handle office equipment and machinery
- Knowledge of cleaning chemicals and supplies
- Integrity and ability to work independently
- Remove and secure domestic and biohazardous waste safely and appropriately in readiness of collection
- Maintain an environment of participant, team member, and employer confidentiality

Required Knowledge, Skills & Abilities

- Knowledge of and practical experience working with key populations preferred.
- Possess good customer service skills
- Possess the ability to adapt easily to changing conditions and work responsibilities; be flexible.
- Be a team player with good interpersonal skills.
- Have 1 year of experience as a cleaner, preferably in a healthcare or laboratory setting.

Required Qualifications

- Full Grade 12 certificate or its equivalent.
- Certificate in any Business related field.

Travel Requirements

- None