



Serengeti Energy has an ambitious mandate to create positive impact from its activities in markets across Sub-Saharan Africa. The company invests in and co-develops small and medium-sized renewable energy projects of up to 50 MW in Sub-Saharan Africa at various stages of the project life cycle (development, construction, and operations). Serengeti Energy is committed to long-term investments, deploying patient capital in the form of equity and quasi-equity financing.

Founded in 2013, Serengeti Energy (formerly responsAbility Renewable Energy Holding) received initial backing from Swiss impact asset manager responsAbility Investments AG, alongside investments from partners KfW, Norfund and NDF. In 2021 Serengeti Energy acquired and thereafter merged with the REH Group, based in Cape Town. On 1 October 2021, Serengeti Energy became independent of responsAbility Investments AG and is now well positioned to continue its growth path as Serengeti Energy.

Serengeti Energy is building a strong reputation for quality clean energy project development, construction, creative deal making, renewable industry thought leadership, efficient operations, and trusted partnerships with customers, communities, and industry counterparties.

More information on Serengeti Energy can be found at <https://www.serengetienergy.com>

Office Administrator

The overall purpose of this job is to perform a range of financial, clerical, and administrative tasks to support daily operations in an office setting. Duties will include management of petty cash office correspondence e.g., sorting and distributing mail throughout the office, proper office housekeeping under close supervision of the Country Director.

Reports to: Country Director

Workstation: Sierra Leone - Free Town

Department: Finance

Direct Reports: None

Administration & Document Management

- Ensuring security of office equipment, documents, and records; coordinate procurement of office equipment's and Liaise with Finance in terms of payments
- Oversee clerical tasks, such as sorting and sending mail, coordinate messenger and courier service, monitor incoming emails and answer or forward as required.
- Update and maintain databases such as mailing lists, contact lists and client information,
- Fax, scan, and copy documents; maintain office filing and storage systems.
- Co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards.
- Recording and distributing correspondences to key stakeholders on project related matters. Type documents, reports, and correspondence in a timely manner.
- Monitor and maintain office supplies; ensure office equipment is properly maintained and serviced
- Answer calls, coordinate office activities, prepare reports and memos and perform work related errands as requested such as going to the post office and bank

Your Tasks:

- Managing office petty cash including office procurement and act as liaison with office suppliers on receipt of invoices and subsequent payments
- Implement and maintain procedures/office administrative systems that build operational efficiency.

Relationship Management

- Manage external company visitors and ensure warm reception, greet office visitors, and direct them to employees and coordinate with Country Director to schedule appointments and update schedules as required.

Meetings & Calendar Management

- Manage schedules, organize travel arrangements for staff; co-ordinate and organize appointments and meetings in a timely manner.
- Maintain and update multiple calendars with internal and external commitments.
- Take notes, draft meeting minutes, distribute meeting minutes to staffs, conduct research, filing and retrieve documents.
- Such other duties and responsibilities as may be assigned from time to time.

Working Relationships

- Internal Relationships: All staff
- External Relationships: partners, consultants, government officials and stakeholders



About You:

Knowledge, experience, and qualifications

- At least a degree in Business Administration or other relevant qualification (including secretarial) from a recognised institution.
- At least three years' experience in a corporate organisation.
- Ability to effectively manage and prioritise competing business needs.
- Ability to work with others and manage multiple time-sensitive matters in a demanding, fast-paced and fluid environment.

Technical Skills

- Research and presentation skills.
- Basic bookkeeping skills

Behavioural Skills

- Excellent verbal, written and interpersonal communication skills.
- Self-motivated with a high level of initiative and accountability.
- Ability to engage at all levels within and outside of the organization.
- Ability to think on one's feet.
- Good time management skills.
- Confidentiality and attention to detail.
- Team working skills.
- Integrity.
- Ability to multi-task and work in a deadline driven environment; and
- Detail-oriented and professional.

Working Conditions

The job is office based with no disagreeable conditions.

Application Details:

Interested candidates are requested to forward their updated CVs to hr@serengetienergy.com stating the subject heading "Office Administrator" on or before 5:00 P.M, Tuesday 20th June 2022.