



**Poda-Poda Stories** is a Sierra Leonean literary and cultural organization. We gather rich stories from Sierra Leone and the Sierra Leonean diaspora and publish fiction, essays, poetry and book reviews by Sierra Leoneans on our digital platform. Over the next year, we will be conducting a literary fellowship program, funded by the Commonwealth Foundation, to support emerging Sierra Leonean cultural creatives.

**Position: Administrative Assistant (part-time)**

**Reports To: Associate Editor**

**Job Location: Freetown, Sierra Leone**

**Duration: 12 months**

**Job Overview:** Reporting to the Associate Editor, the Administrative Assistant will be responsible for the administrative aspect of Poda-Poda Stories' operations in Sierra Leone. We are looking for a responsible Administrative Assistant (part-time) to perform a variety of administrative and logistical tasks. Duties of the Administrative Assistant include providing support to our editors and fellows and managing our organization's general administrative activities in Sierra Leone.

**Duties and Responsibilities:**

- Serve as point of contact for all Administrative and logistics needs.
- Support the editors to draft/compile program documents and correspondence as needed.
- Schedule and support training and other program activities as needed.
- Coordinate meetings including preparing meeting materials, managing our digital systems, and taking notes.

**Requirements and skills**

- Proven experience as an Administrative Assistant, or Office Admin Assistant
- Knowledge of virtual systems, including Zoom, Skype and Google meets.
- Minimum qualification of first Degree in Business Administration
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)



- Proficiency in Google systems (including Google drive and google docs)
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitask
- Experience in database management

**Note:** This role is remote, but the candidate must be based in Sierra Leone. The role also requires access to a functioning laptop, internet access and basic knowledge of virtual applications, particularly Zoom and Google meets.

**Compensation:** NLe1,500 a month

**Commitment:** 3 days a week.

Interested candidates are invited to e-mail their CV and cover letter to [job@jobsearchsl.com](mailto:job@jobsearchsl.com), with Administrative Assistant as the subject. Deadline for the submission of applications: **July 10, 2023**