



INTERNAL / EXTERNAL

VACANCY ANNOUNCEMENT

Jhpiego is an international, non-profit health organization affiliated with [The Johns Hopkins University](#). For 40 years and in over 155 countries, Jhpiego has worked to prevent the needless deaths of women and their families.

Jhpiego Corporation has been providing technical support to the Ministries of Health in partner countries across the globe for the past 40 years in a variety of technical areas including cervical cancer treatment and prevention, community health, HIV and AIDS, maternal and newborn health, health workforce capacity development (both pre-service and in-service), family planning, malaria, and IPC/WASH.

Position: Administrative Officer (1 Position)

Reports To: Finance and Operations Director

Job Location: Freetown, Sierra Leone

Duration: 12 Months

Job Overview:

Supports the organization's administrative function.

Duties and Responsibilities:

- Coordinates all travel arrangements for staff and guests i.e. booking of flights and tickets, airport pick up, hotel accommodation, etc.
- Manages the company's vehicles
- Maintains office equipment and premises
- Maintains the assets register
- Ensures assets and inventories are well maintained and annual physical verifications are undertaken
- Works with the procurement team in the purchase of office supplies and stationery
- Makes arrangement for phone credits for all staff
- Ensures the payment of utilities
- Coordinates work and resident permits for expatriate team members
- Ensures adequate and organized record-keeping of project activities
- Manages petty cash

Other Duties:

- Performs any other duties that may be assigned from time to time.

Required Competencies:

Educational/Academic Qualifications: (state min entry level qualification)

- A good first degree in Business Administration or its equivalent.
- Experience in developing and implementing administrative systems
- Knowledge and experience of office procedures and processes
- Five (5) years of post-qualification experience
- Good planning and organizational skills
- Good oral and written communication skills
- Ability to work independently and as a member of a team
- Supervisory skills
- Knowledge and experience in petty cash management

Qualified persons are required to send their Curriculum Vitae (CV) and application letter to: SL-Recruitment@jhpiego.org Clearly state in the subject area the position you are applying for, if not clearly stated your application will not be considered.

Deadline for the submission of applications: **September 27th, 2023.**

Please note that due to the sheer volume of applications often received, only shortlisted candidates will receive responses.

Jhpiego is an Affirmative Action/Equal Opportunity Employer