



## **Job Description**

**Post:** Admin Office Assistant

**Duty Station:** Freetown/Portloko

**Reports to:** Administration & Logistics Officer

**Grade:**

### **Institutional Background**

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 new-born health, health workforce capacity development (both pre-service and in-service), family planning, malaria, and IPC/WASH.

### **Position Summary**

The Office Assistant will provide general support for Jhpiego SL Freetown/Port Loko office. This includes maintaining office cleanliness and assisting with office duties as required. S/he will set up for office/program meetings as required in coordination with the program teams. The Office Assistant is expected to be flexible and work longer than the normal office hours. S/he is expected to report to work early in order to ensure the office is clean, maintain and assist with office duties.

### **Responsibilities**

- Collect and deliver mail/ documents for the office as assigned
- Photocopy and bind documents as required
- Organize office filing, collect newspapers to ensure the office is clean and tidy
- Assist the Admin & Logistics Officer with receiving and dispatching goods
- Maintain exterior dusting of each telephone unit, printers, scanners
- Replenish paper in all printers/copiers and continue to monitor throughout the work day to ensure office does not run out

- Ensure efficient supply of purified water in all dispensers, monitor stock throughout the workday
- Replenish toilet paper, handwashing soap and other toilet requisites
- Monitor all kitchen consumables and replenish as required
- Clean all kitchen drawers, cabinets, doors, hot water urns, water dispensers, refrigerators and microwave, ensuring there is no food residue, finger marks, soilage or buildups and leave them in hygienic condition.
- Assist in preparation of meetings rooms/areas and ensure they are clean after use
- Ensure that tea/water are served during meetings
- Ensure that equipment (e.g., printer/copiers, ACs) are switched off at the end of work day
- Assist with Reception work in the absence of Front Desk Officer
- Carry out any other duties assigned from time to time

### **Qualifications, Experience, Skills and Competencies**

- Minimum secondary school education
- Basic computer skills are an added advantage
- Minimum of two years of experience working in an office setting
- A broad variety of front desk, office maintenance and computer skills
- Self-motivated and proactive with a positive attitude to work requiring minimum supervision.
- Excellent organizational skills
- Cooperative, hardworking, flexible & dependable.
- Ability to communicate effectively, instilling trust and confidence.
- Excellent interpersonal and communication skills.
- Be of high integrity and have a sense of confidentiality
- Be willing to take on extra responsibilities in order to achieve the goals/objectives set by the organization

**Qualified persons are required to send their Curriculum Vitae (CV) and application letter to [Mohamed.Beah@jhpiego.org](mailto:Mohamed.Beah@jhpiego.org)**

**Deadline for the submission of applications is 29<sup>th</sup> May, 2022. Please note that given the likely high volume of applications, only shortlisted candidates will be contacted.**