

June 2023



**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 Assistant (2 position)**

**Reports To: Administrative Officer**

**Job Location: Freetown, Sierra Leone**

**Duration: 12 Months**

**Job Overview:**

Reporting to the Administrative Officer, the Admin assistant will be responsible for the Administrative aspect of Jhpiego's operations in Sierra Leone. The Administrative Assistant will be responsible for managing and coordinating office operations, supplies, and support services and ensuring country office and project needs are met effectively and efficiently.

He/she will supervise transport and office management operations of the Sierra Leone office.

**Duties and Responsibilities:**

- Serve as point of contact for all Office Administrative and logistics needs.
- Responsible for organizing and managing the physical condition of the office space, office equipment, IT, mail, and security.
- Provide timely and responsive support to project procurement requests.
- Coordinate with the Admin Officer for ordering and shipping of materials to support program activities (with Baltimore, as needed)
- Support the Admin Officer to draft/compile program documents and correspondence as needed
- Support the Admin Officer Coordinate flight bookings for domestic and international travel and prepare budgets for international travel, including for visitors
- Schedule and support training and other program activities as needed
- Coordinate meetings including preparing meeting materials, managing the Audio/Visual system, taking notes, and organizing catering

- Maintain and administer the inventory system of Jhpiego/Sierra Leone's office equipment, materials, and supplies. Keeps proper office records/filings as appropriate.
- Support the Admin Officer to coordinate travel details/logistics for staff, consultants, and technical backstops including booking hotel accommodations and arranging for airport and hotel pick-ups. Reconciles records with service providers and prepares periodic reports and payment requests.
- Supports in Fleet management, fueling and maintenance, and supervision of drivers.
- Coordinate office cleaning, stores, and inventory management, and supervise third-party service providers such as cleaning, courier, catering vendors, etc.
- Maintain Jhpiego administrative policies and procedures at the country level

**Clearance and Logistic Management:**

- Responsible for maintaining store systems/registers (GRNs, Invoice), including all records of items in stock, dispatched, received, borrowed, or returned, and keeping an up-to-date record of all inventories.
- Responsible for receiving and verifying all items ordered as per the LPO
- Oversees the maintenance of the Jhpiego office consumables (stationary, IPC, and kitchen supplies), stores and ensures that all materials, models, stationery, and computer equipment are properly stored and accounted for while ensuring all shelves are well labeled and arranged.
- Responsible for generating purchase requests and tracking status. Report and report on monthly procurement received in the store
- Facilitate and follow up on shipment consignment on tax issues, and permits.
- Responsible for maintaining Jhpiego office assets and ensuring that they are tagged.
- Responsible for making disposal proposals for obsolete and/or expired items
- Ensure a centralized Jhpiego Sierra Leone asset register is maintained and that all assets are logged into the system, issued with unique asset numbers cards, and tracked throughout the office.
- Support in the review of IntellTrack (inventory and asset management system) reports and share them with the relevant users, COP, FOD, and CD
- Works closely with inventory/store in charge in ensuring items received from overseas are received, recorded asset register
- Support the Admin Officer plan and advise on annual physical asset verification
- Provides regular feedback to the Admin Officer on routine stores operations

**Required Qualifications, Knowledge, Skills, and Abilities:**

- Minimum qualification of first Degree in Business Administration
- Minimum 2 years of relevant experience in procurement and logistics.
- Experience working in an Admin unit of an international NGO or related organization with admin tasks for a minimum of 2 years.
- Experience in stock and inventory management
- Computer skills including demonstrated hands-on-experience in MS Word, MS PowerPoint, and MS Excel.
- Experience in database management
- Experience working in a multicultural organization
- Self-motivated, proactive, and have a positive attitude to work requiring minimum supervision.
- High attention to detail
- Thorough knowledge of the whole procurement process
- Ethical and morally upright and aware of the role of the procurement committee.
- Hardworking, flexible & dependable.
- Ability to communicate effectively, instilling trust and confidence.

June 2023

- Excellent interpersonal and communication skills.
- Be of high integrity and have a sense of confidentiality
- Be willing to take on extra responsibilities, sometimes working overtime, 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: [SL-Recruitment@jhpiego.org](mailto: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: **6<sup>th</sup> July 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**