



Partners in Population and Development (PPD)
An Inter-Governmental Organization
Promoting South-South Cooperation

Position : **Administrative Assistant**
Reports to : **Sr Administrative Officer**
Grade : **GS**

DUTIES AND RESPONSIBILITIES:

1. Assist in managing Staff Members attendance, leave records, reporting workstation in due time, and ensure un-authorized absence to perform effective salary payment.
2. Assist in preparing and implementing PPD secretariat's operational strategies
3. Support in providing administrative and logistical services
4. Assist in office maintenance and assets management
5. Assist in providing utility services (such as electricity, generator service, water supply and other related items) for the PPD Secretariat Building Complex both for PPD and ILO
6. Assist in managing and maintaining two conference rooms, manage the PPD vehicles properly, process all the payments properly
7. Assist in Keeping update the vendor enlistment and keep proper communication with the vendors.
8. Assists in ensuring the cleanliness of PPD Secretariat complex and ensure fumigation
9. Attend visitors/ guests, Receive/ transfer and connect telephone calls for the Secretariat
10. Contacts with visitors and staff, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.
11. Check telephone bills and process for payment procedure
12. Assist in updating all administrative files on regular basis and assist in preparing file folders for different meetings
13. Assist in prepare purchase requisition, comparative statement and purchase order
14. Assist in Fixed Asset Management
15. Support to organization of procurement processes
16. Any other tasks within his responsibilities may be assigned by the Executive Director

QUALIFICATIONS AND COMPETENCIES REQUIRED FOR THE JOB:

- A Graduate Degree preferably in Business Administration or Management; Candidates with A level could be considered if found excellent in written and spoken English and other competencies
- Excellent communication skills in English and the ability to work with multi-cultural people.
- Ability to handle confidential matters with the utmost professionalism.
- Excellent knowledge in Computer (MS Word, MS Excel, PowerPoint, Internet and E-fax etc.) and Internet Communication
- Good public relations.
- Good knowledge in handling office machines such as fax, and photocopier.
- Smart presentation and pleasant personality