



## Job Description

**Job Title:** Office Admin Assistant  
**Job Grading:** B2  
**Location:** Windhoek, Namibia  
**Reports to:** Office Manager  
**Supervises:** n/a



### A. Overall Objective

The Office Admin Assistant is the first point of call for people visiting or contacting the NNF and is responsible for generating positive vibes and a good image. They also assist the Office Manager to ensure that the admin functions of the NNF run smoothly.

### B. Key duties and responsibilities:

Responsibilities	Tasks / Activities
Provide administrative support to the general office	Ensure all shared office areas are maintained in a tidy and presentable condition (e.g. boardroom, kitchen, store rooms, reception area). Note when maintenance is needed and contact the relevant service provider for assistance, including maintenance and repair of office equipment and machinery such as telephones, fax machine and photocopier.
Provide office maintenance support	Ensure that refreshments (tea, coffee, milk, sugar) are available at all times. Serve tea to guests on request. Check on office consumables and supplies (including cleaning materials) and ensure stock is maintained. Maintain and stock the stationery cupboard, and order stationery for staff as required and with proper authorisation.
Assist with refreshments, catering and office supplies	Assist office driver/messenger concerning the planning of his daily delivery schedule, and any other areas in which he requires support.
Meetings	Assist with the organisation of meetings as requested, e.g. with refreshments;  Reply to office correspondence as requested; distribute incoming mail and post outgoing mail.  Assist Human Resources and Office Manager with the organisation of Board meetings, AGMs and all NNF functions. Maintain relevant shared outlook calendars.
Provide secretarial and administrative support to the director and management team	Provide logistical support to project coordinators and technical staff, e.g. with quotations, bookings, equipment; Assist with the maintenance of the Director's diary
Receive visitors and manage switchboard	Receive guests and directing them to the appropriate office/s

	<p>Answer, screen and transfer inbound phone calls</p> <p>Assume all other reception duties</p>
IT & Communications	<p>Act as an initial point of contact for IT issues between staff and service providers</p> <p>Maintain a register of IT equipment and advise management on needs.</p> <p>Provide communication support through basic maintenance of NNF websites (e.g. uploading articles).Where requested assist the Communications Officer with general communications support</p>
General	<p>Undertake any tasks or duties upon own initiative or upon request that will contribute to the smooth-running, efficiency and effectiveness of the NNF and fulfilment of its mission.</p>

### **C. Desired Qualifications and Experience**

This position requires:

- A minimum qualification of a diploma in administration, secretarial and customer relations, or similar..
- Strong language skills, with excellent English other Namibian languages will be an advantage.
- Preferably at least 2 years of relevant experience and of working with multi-disciplinary teams
- Knowledge of and experience with monitoring and evaluation of programmes / projects; and
- A passion for the cause and demonstrable understanding of and commitment to the aims and objectives of the NNF.

Updated: November 2018