

Namibia Nature Foundation



JOB DESCRIPTION

Name: _____ **Job Title:** Admin Assistant

Supervisor: Jessica Nowotes **Location:** WHK
HR & Admin Manager

Key Purpose of the role:

To contribute towards NNF maintaining its strategic vision and achieve its prioritised activities and planned outcomes and/or impacts in a cost-effective and timely manner by assisting with administrative, secretarial services to Admin & HR manager & all other NNF staff.

Key Responsibilities:

- Administrative Support
 - Secretarial services
 - Fleet Management
 - Clerical support
 - Procurement
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Key Performance Areas/ Responsibilities: [KPA's]:

- Administrative Support
 - Provide administrative support to ensure efficient operation of the NNF offices
 - Assist with Asset Management and Inventory Control
 - Secretarial services
 - Assist Directors with administrative and secretarial work
 - Any other duties
 - Stand in for receptionist when absent
 - Fleet Management Services
 - Manage all NNF & Projects vehicles fleet
 - Clerical support to HR
 - Assist the HR & Office Manager with HR related admin issues,
 - Procurement
 - Sourcing, negotiating, and buying of goods, materials, and services to meet the Company's operational requirements
 - Any other duties as may reasonably be expected
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Key Tasks/ Key Performance Indicators [KPI's]:

- **Administrative Support**

- Maintain the main office physical and electronic filing system
- Assist with travel arrangements, e.g., booking of flights, visas, foreign exchange, hotels for all NNF staff
- Work with the Bookkeeper to assist staff with booking of equipment (power point projector, digital cameras, display boards etc.), ensuring that bookings are noted and equipment checked prior to removal and upon return
- In liaison with the Office Cleaner, ensure that refreshments (tea, coffee, milk, sugar) and office cleaning materials are always available
- Maintain and stock the stationery cupboard, and order stationery for staff as required and with proper authorisation
- Provide the point of contact between IT support services and NNF staff.
- Maintain a register of IT equipment
- 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
- Coordinate assets hand over process which include approval by donor and handover to beneficiary with Program/Project Manager at least 3 months prior to close of project.

- **Secretarial services**

- Assist Directors with administrative and secretarial work
- Office staff are satisfied that clerical support is provided as per instructions, and on time

- **Fleet management Services**

- Assist with compilation of accident reports
- Liaise with drivers to ensure vehicles are equipped with car kits prior to field trips being undertaken.
- Liaise with drivers to ensure timely servicing and maintenance of vehicles and maintain a record of vehicle service and maintenance and inform vehicle users
- Maintain a record of petrol consumption and mileage on all vehicles monthly
- Keep a list of all vehicle inventory and do verifications monthly.
- Be responsible for the booking of vehicles, maintaining copies of drivers' licenses and files containing all documentation pertaining to the NNF fleet.
- Prepare Quarterly (written) reports on expenses and performances of the NNF vehicles to the Office & HR Manager
- Ensure that accurate vehicles log sheets for all vehicles are maintained monthly and submitted by the 3rd of every month. File a copy and submit original to the Finance Manager.
- Manage and prepare the driver duty roster
- Assist driver with the payments of vehicle licenses and the distribution of the licenses

- **HR Support**

- Provide clerical and administrative support to Human Resources and Admin manager

- **Procurement**

- Manage and enforce the NNF Procurement Policy and ensure that policies, processes, and procedures are adhered to.

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- Ensure all procurement documentation are in line with the NNF & Project specific procurement policy
- Ensure that the Finance Manager as the NNF budget holder provide annual/quarterly procurement plan and initiate procurement plan discussion with budget holder.
- Lead annual approval of Required Supplier and Authorized Supplier List and ensure supplier database is updated
- Serve as the Secretariat for the NNF Procurement Committee
- Maintaining good supplier relations and manage the supply base
- Ensure the procurement of goods/materials and services following the NNF Procurement rules
- Recommend new processes or systems for improvement; implement new ideas and strategies
- Organize and schedule procurements in a timely manner
- Keep inventory list of all procurements
- Act as an interface between suppliers and other relevant departments on purchasing processes for the NNF and projects
- Monitor and advise on any issues which present risk in procurement for the organisation

Key working relationships: internal/external

Internal:

- Human Resources and Admin Manager for immediate reporting and feedback
- Finance Manager for finance related services
- All staff on administrative services

External:

- NNF partners, stakeholders and suppliers
- All visitors, field staff, Windhoek staff

Resources responsible for:

Financial: Finance Support

People: All visitors, field staff and Windhoek staff and suppliers

Person Specification: Essential qualifications, competences, knowledge, skills and abilities.

- Minimum of a diploma in administration, procurement, logistics or similar
- 3 years' experience of relevant experience and of working with multi-disciplinary teams
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Driver's licence is an advantage
- You must have strong language skills, with excellent English, other Namibian languages will be an advantage.
- Knowledge of logistics and fleet management.
- Basic accounting knowledge.
- Excellent interpersonal and general communication skills.

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- Good command of Office suite applications (Word, Excel, Access, PowerPoint).
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Submission

- Kindly forward a comprehensive CV, Cover letter, and supporting documents to Ms. Jessica Nowotes Jessica@nnf.org.na. Deadline: 27th January 2023
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