



Job Title: Office Assistant (1) Job

Location: Freetown

Reporting to: Program Officer

Associates: Project Officers, Account Officer, Drivers

Duration: 7 months with possible extension

Description

BACKGROUND

SEND is a non-governmental organisation dedicated to creating a Sierra Leone where there is respect for human rights, accountable governance, food and nutrition security, and equal opportunities for men and women to thrive. We liaise with communities, traditional authorities, government institutions and foreign partners to combine resources that will develop innovative solutions to alleviate poverty and enhance quality self-reliance.

SEND Sierra Leone has adopted the global Sustainable Development Goals (SDGs) to guide national development planning and implementation. The pursuit of economic equality and social equity are mainstreamed in the SDGs. Our commitment to the government is to improve the delivery of social services, strengthen gender and social inclusion, and prioritise the education sector.

SEND workers must adhere to the values, principles and procedures outlined in the HR Policy and the Financial Operating Manual of SEND for Professional Conduct. These are Integrity, Service, and Accountability. By these values, SEND enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Code of Conduct and Complaint & Response.

Mechanism (CRM). SEND workers should always ensure that all project activities are Gender Equality and Social Inclusion (GESI) sensitive in the office and out in the field, focusing on supporting Gender Equality & Social Accountability through a strengthened civil society in 14 wards in Western Area Rural, Kambia and Bombali districts.

Main objective.

Responsible for the regular cleaning and tidiness of the SEND Office and giving administrative support to all staff in the Freetown Office.

SEND offers a competitive salary package and benefits for the candidate with the required experience and passion for the role. Female candidates are strongly encouraged to apply.

Mainstreaming gender, Safeguarding Programme Participants-Children & Adults: SEND workers must adhere to the values, principles and procedures outlined in the HR Policy and the Financial Operating Manual of SEND for Professional Conduct. These are Integrity, Service, and Accountability. By these values, SEND enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Code of Conduct and Complaint & Response Mechanism (CRM). SEND workers should always ensure that all project activities are Gender Equality and Social Inclusion (GESI) sensitive in the office and out in the field.

Key Duties & Responsibilities**Job roles and responsibilities****Regular tasks**

- Every day (check in the morning + in the afternoon)
- Facilitate water supply and its available in the office.
- Ensuring restrooms are cleaned, sanitized and stocked with supplies of towels, soap, disinfectant and toilet paper.
- Ensure the office premises is always clean – mopping, dusting, vacuuming and cleaning smudges off windows and doors, floors in all offices, conference rooms should be kept clean always. All stools, tables, book shelves, chairs should be dusted and the rubbish bins in each office room emptied and returned back to their locations.
- Wiping staircases and corridors.
- Notify management of occurring deficiencies or needs for repair
- Ensure that all facilities have a reserve of water supply for use in case running water is not available.

Every week or twice a week

- Clean office tiles more in details by scrubbing, cleaning & wiping including staircases and corridors.
- The ceilings, doorframes, bookshelves, should be cleaned/dusted
- Dusting all furniture in more detail or with special spray if provided
- To clean television used for projecting during meetings with special liquid if provided.

Every month

- To clean windows, doors and walls.
- To wash curtains
- To clean the fridges and water dispensers
- Ensure all drainages (gutters) are scrubbed and cleaned
- Ensure the availability of a maintenance request form at the office and other rooms/apartments within the premises and report on faulty lights, switches or other damages and maintenance requirements to the Admin and Procurement Officer
- Assist staffs in official errands.
- Ensure regular replenishment of house cleaning materials by logging timely request.
- Make sure all plants within the buildings are watered and maintained.
- Check and ensure that garbage bins are emptied regularly
- Make sure the office kitchen is always neat for use
- Support the Administrative and Procurement Officer in photocopying of official documents
- Perform other duties as needed or requested by the Admin and Procurement Officer, Fleet/Logistics Officer, HR Manager, Country Director and Finance Director.

Person Specification – Essential Requirements	
Skills, Qualifications and Experience	<ul style="list-style-type: none"> • Proven administrative experience • Superb written and verbal communication skills • Must be able to ride a motorbike • Strong time-management skills and multitasking ability • Proficient in Microsoft Office, with the aptitude to learn new software and systems • High school diploma or equivalent • Must be able to move, bend, stretch, and stand for extended periods • Experience managing budgets and expenses • Experience developing internal processes and filing systems • Comfortable handling confidential information • Proficient in Krio, Temne and the Mende languages
Qualities	<ul style="list-style-type: none"> • Flexibility and ability to multi-task under pressure • Ability to work independently with minimal supervision. • Ability to remain calm in stressful situations. • A strong commitment and empathy with the ethos and work of SEND
Other	<ul style="list-style-type: none"> • Commitment to principles of safeguarding • Commitment to gender equality principles • Financial integrity and stewardship

Mode of Application:

All applications must be forwarded to recruitment@sendsierraleone.com.

Kindly note that **ONLY shortlisted** candidates will be contacted for an Interview.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

Closing date: 20th May 2023