



Social Enterprise Development (SEND) Sierra Leone

JOB ADVERT

Position: Office Assistant

Duty Station: Port Loko District Office

Supervisor: Program Officer

Duration: 1 Year with possible extension

Background of Social Enterprise Development (SEND) Sierra Leone

SEND Sierra Leone is a non-governmental organization duly registered and operational within the Republic of Sierra Leone. SEND Sierra Leone is an affiliate to SEND West Africa alongside SEND Ghana and SEND Liberia.

We have 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.

At SEND Sierra Leone, we are driven to empower marginalized groups of individuals, and communities thus our interventions center on impacting competencies such as promoting women's leadership, self-reliance approaches, education and health governance, community resource mobilization, livelihood and nutrition security, community-led initiatives, entrepreneurship, financial literacy and advocacy. We liaise with communities, traditional authorities, government institutions and foreign partners to combine resources to develop innovative solutions to alleviate poverty and enhance quality self-reliance.

As part of our mandate, we reduce the impact of disasters and risks on less privilege communities and households through emergency responses and also work to ensure rural farmers are protected from climate change and are able to adapt through modern and safe methods of farming.

Our interventions are operational in Kailahun, Kenema, Kono, Bo, Bonthe, Pujehun, Kambia, Port Loko, Western Area Urban and Rural districts of Sierra Leone

Vision: A Sierra Leone where people's right and well-being are guaranteed

Mission: Promotion of good governance, voice, accountability in the provision of essential services, and equality for women and men in Sierra Leone.

Core Values: We believe in the potential of PEOPLE to champion their development, characterized by:

- Participatory decision-making and development
- Equality of women and men
- Openness and accountability
- Partnership for human development
- Learning, innovation and sharing of knowledge
- Enabling action based on information and evidence

Principles: The following underpins SEND's mission;

- Development is a human right that provides men and women with equal opportunity to actively participate in and contribute to the political, economic and social transformation of their communities.
- Development is multi-dimensional, involving economic, political and social issues requiring integrated programming approaches to promote community- driven development initiatives, economic literacy and policy advocacy.
- Forging strong partnerships with state and non-state actors that are characterized by mutual accountability, openness and effective communication, provide an enabling environment for innovative development programming.
- Self-managed, community-based organizations are catalysts for promoting sustainability of development processes and initiatives

SEND Sierra Leone is looking to recruit an **Office Assistant** to support the management and maintenance of its Program Office in Port Loko District, Northern Region of Sierra Leone.

Objectives of this Role:

- Ensure equipment, supplies, and inventories are managed well and properly maintained.
- Maintain workflow by analyzing and refining standard operating procedures, such as scheduling, communications, office layout, etc.
- Coordinate internal and external resources to expedite workflow in the office in consultation with responsible staff in the Programme Office in Port Loko
- Provide information, answer questions, and respond to requests where necessary and sufficient
- Abide by the vision of the organization

Daily and Monthly Responsibilities:

- Manage the front desk/reception operations, acting as the first point of contact for guests, employees, candidates, and vendors
- Perform general administrative tasks, including filing, meeting minutes, mailings and deliveries, and coordinating meeting room calendars to ensure the office is effectively supported
- Keep the office clean, stocked, and organized throughout the kitchen, stock and storage rooms/closets, and communal areas.
- Oversee and order office supplies, anticipate requirements, stock supplies, and ensure equipment is in working order.
- Maintain filing system, contact database, employee list, and inventories
- Provide support to the office and other staff members as needed, including organizing team events

Skills and Qualifications:

- Proven administrative experience
- Superb written and verbal communication skills
- 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

How to apply:

Interested candidates are requested to submit soft copies of application letters and their CVs to recruitment@sendsierraleone.com

The closing date for the application is 25th April 2022.

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

WOMEN ARE STRONGLY ENCOURAGED TO APPLY