

JOB DESCRIPTION

Administration Assistant

Position title	Administration Assistant
Location	Dili, Timor-Leste
Reports to	Senior Administration Officer
Grade	2 step 1
Salary	USD \$323 per month
Position type	1 Year
Start date/timeframe	01 March, 2024

1. Background

1.1 About CARE

CARE is an international development and humanitarian organisation that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

2. The role

PURPOSE OF THE POSITION:

Under the supervision of the Senior Administration Officer, the Administration Assistant will provide administrative support to the Country Office. The Administration Assistant provides generic Administration support to the operation's team.

MAIN RESPONSIBILITIES:

Reception

- The Administration Assistant will perform the reception function and manage incoming and outgoing communications under the supervision of the Senior Administration Officer;
- The Administration Assistant will attend to the reception desk at all times unless arrangements have been made with the Senior Administration Officer;
- Greet guests in a professional manner and direct them to their destination;
- Answer phones in a timely and professional manner and direct communications to their destination;
- Distribute incoming and outgoing mail, in coordination with the Senior Administration Officer;
- Maintain store of official forms such as letterheads;
- Process the issuance of the business card for the senior staff in accordance to the CARE's guidelines;
- Prepare the monthly payments and procurement of communication usage such as: phone cards etc.

Travel Management

- The Admin Assistant will assist the Senior Administration Officer to arrange travel for CARE in Timor-Leste staff and to arrange accommodation and transport for visitors;
- Assist the Senior Administration Officer to book travel and maintain the Travel Tracking Sheet;
- Assist the Senior Administration Officer to book accommodation for visitors;
- Assist the Senior Administration Officer and in coordination with Logistics and Procurement staff to arrange transport for visitors.

Asset and Office Management

- The Administration Assistant will assist the Senior Administration Officer to purchase and maintain office supplies and to ensure proper functioning of the Dili office;
- Conduct the regular check of the office supplies level and ensures the proper recording and allocation;
- Prepare the monthly time sheet for Administration staff in Dili office.

OTHER RESPONSIBILITIES:

- To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meeting, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures; and
- Demonstrate an ongoing commitment to gender equality, diversity and child protection.

3. Selection criteria

EXPERIENCE AND QUALIFICATIONS:

- Work experience minimum 1-2 years relevant administrative work;
- Good communication skills in Tetum and basic knowledge of oral English is an advantage;
- Ability to conduct and process basic transactions using semi technical skills – administrative, clerical and office work within closely guided routines, with minimal supervision;
- Demonstrated good interpersonal skills, sound judgment, planning, problem solving, team building and facilitating skills;
- Demonstrated flexible approach and ability to work under pressure and to organize and manage workload to meet deadlines;
- Demonstrated ability to take direction and to work as part of a team;
- Demonstrated honesty, maintaining confidentiality, reliable and trustworthy;
- Proven ability to manage and acquit a cash advance;
- Willingness and capacity to travel to field offices when required; and
- Basic use of Microsoft Office with knowledge in Microsoft Word and Excel.