



TERMS OF REFERENCE

Job title: Office Assistant

Accountable to: Program Administrator DRDIP Regional Secretariat

Duty Station: Regional Secretariat on Forced Displacement and Mixed Migration, Nairobi

Summary:

Under the overall direction of the Program Administrator, the Office Assistant is responsible to:

Duties and Responsibilities:

1. Ensure the office premises, equipment; furniture and cutlery are clean at all times.
2. Report malfunction/breakdown of office fixtures/furniture immediately they occur.
3. Ensure there is no waste of resources and office is secure by inspecting premises at the end of each day to turn off switches, taps and lock windows/doors.
4. Prepare refreshments and serve them to staff members and visitors as appropriate.
5. Run errands that are of close proximity to the office premises.
6. When making office purchases, ensure that funds issued are accounted for with receipts.
7. Answer telephone and play a receptionist role not available.
8. Support the administrator in the organization of meetings
9. Perform other related duties are required.

Minimum Qualifications

1. Diploma qualification from a recognized institution in Kenya
2. 3 years experience in a similar capacity
3. Ability to work in a multi cultural environment
4. Experience with Microsoft Office applications

Tenure of appointment;

The appointment is for 1 year renewable subject to funds availability and appraisal.

Applications should be sent to rose.tsuma@igad.int with a copy to umalkher.hassan@igad.int no later than 30th November 2016.
