



Vacancy Announcement Technical Center of Excellence (TCE) Ministry of Justice, RL

Post Title: Office Assistant

Position: 1

Duration: 1 Year

Posted: November 22, 2016

Expires: December 6, 2016

Position Summary

The Office Assistant will offer administrative support services including front office management, errands, office clerical and logistical duties.

Responsibilities:

1. Ensure that all visitors are received and attended to.
2. Assist during training sessions and preparation for field projects by ensuring timely provision of suitable inputs such as equipment, stationery and other utilities.
3. Provide errands, travel and banking services as required.
4. Assist in coordination of activities for TCE guests including hotel reservation and arranging transport in consultation with TCE Manager.
5. Receive and transmit all communications and keep records intact with highest standard of confidentiality.
6. Manage meeting plans and act on routine correspondence.
7. Ensure that supervisor and other officers on field trips receive necessary logistical support.
8. Make sure that office is kept tidy.
9. Follow-up all requests for the TCE's funding, and ensure necessary financial processes meet up with TCE's plan in a timely manner.
10. Perform related duties deemed necessary by TCE.

Qualification

- High School Diploma, but university degree in Management, Public Administration, Sociology or related sciences is an added advantage.
- At least 2 years experience consistent with the above duties and responsibilities.

Skills

- Computer Literate (Microsoft Word, PowerPoint, Excel, internet exploration and email communication)
- Strong communications skill, both written and spoken English
- Good client orientation and ability to manage and resolve problems
- Planning and organizing

- Ability to work in team
- Pleasant personality
- Professional and cautious

Mode of Application

- An application package consisting of Cover Letter & Resume/CV.
- 3 references with active e-mail addresses and phone numbers enclosed.

Addressed to:

Mr. James F. Davies, Sr.
Coordinator, Project Implementation Unit (PIU)
Ministry of Justice, 9th Street Sinkor, Monrovia

Submit to: kolubahzazay@gmail.com

Note: Only shortlisted applicants will be contacted.