

# Terms of Reference – Administrative Volunteer at Christian Aid

## Location: Abuja and Kaduna respectively

### About the role

The Administrative volunteer will provide hands-on support to deliver on the Christian Aid Nigeria Operations mandate by providing specific administrative support and working closely with teams across the country programme.

### Task Description

1. Assist in travel logistic arrangement including air ticket booking, airport movements
2. security clearance and travel claim for staff
3. Assist the admin associate with routine payment requests, budget tracking, and recording
4. Assist in asset & stock management
5. Manages all office utilities and maintenance like light and water, AC, fire extinguishers, computer equipment & generator maintenance, etc.
6. Taking attendance at group meetings
7. Managing gardening services.
8. Perform other related administrative tasks as may be assigned

### About the Individual

The successful individual MUST have a keen interest in Administration. The individual must be a willing learner and have the ability to work effectively and deliver across multiple tasks with competing priorities in a fast-paced environment.

### Desired skills

1. University student or recent graduate in the field of Business Administration or other related fields
2. Ability to communicate in the English language
3. Demonstrated interest in and commitment to work and growth
4. Ability to work in a team
5. Willing to learn new things
6. Attention to detail and ability to organize work in an efficient manner
7. Willingness to explore and learn new ways of working, given the fluid nature of the job.
8. Ability to use basic software applications Microsoft Office suite, especially Word, Excel, and PowerPoint.
9. Good interpersonal relations and communication skills
10. Knowledge of international development is an added advantage.

### Other Information/Benefits

1. The successful applicant will be required to work 4 days a week during Christian Aid's official work hours and be paid a stipend for transportation

### How to Apply

Interested candidates should apply on the online portal using the link

<https://jobs.christianaid.org.uk/vacancy/3777/description> on or before 11:59 pm on the 23<sup>rd</sup> of June 2022.