Role Profile (Administrative Support Staff)

Location	Sokoto	**Department**	International
Reports to	Administrative Officer	**Salary Band**	H low
Matrix manager (if applicable)	N/A	**Competency level**	1

Role definition

Role purpose

The role will provide administrative support to the field office and ensure the smooth day-to-day running of the office. The role will provide logistics and administrative support to the project team. The role will ensure proper accountability for office items and stock in the Sokoto field office.

Key outcomes

- Provide logistics support to the team and for staff traveling to Sokoto
- Ensure the smooth day to day operations of the Sokoto small office
- Ensure timely processing of payment as soon as activities are completed
- Ensure regular service of ACs, Generator, fire extinguishers, and any other office equipment
- Provide oversight for security guards and cleaners as may be required
- Ensure replacement or repairs of any broken equipment, lighting, etc
- Support with conducting Asset inventory update & verification.
- Ensure that the entire office is kept clean and fit for daily operation.
- Store management (inventory of new stock and used stock of all office supplies). Ensure that the store bin cards are updated, and minimum and maximum stock levels are always maintained. Prompt for replenishments to avoid stockout.
- Receive goods from vendors and ensure that goods supplied are in line with the order specifications and that the necessary documentation is completed

Role agility

Expected national travel per annum	Occasional travel	**On call/unsocial hours**	Yes
Expected international travel per annum	No travel		

Surge capacity for emergency responses No

To respond to ever-changing demands within the environment, Christian Aid operates within an agile framework (both in the workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project-based working approach the norm. To sustain this system, managers may/will agree on further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

The role is part of the Operations team and will support the field office operations in the Sokoto field office. The role reports to the Administrative Officer.

Role requirements

Relationships

External: Office visitors, partners, and vendors

Internal: Liaising with colleagues at all levels to achieve role objectives and purpose. Working within the network of the Operations unit family, sharing knowledge and best practice across the organization.

Decision making

Basic decisions on matters relating to the day-to-day cleanliness of the office and its environment

Budgetary/savings responsibility

NA

Analytical skills

Ability to apply logical thinking, discretion, good judgment, and common sense to routine tasks and information, and test solutions for day-to-day issues. Ability to be proactive.

Developing self and others

Number of Direct reports 0   **Overall people management responsibility** 0

Continuously look for opportunities for self-development. Give and receive honest and open feedback promptly. Taking responsibilities, being self-accountable, and holding others accountable.

Role related checks

Child protection clearance Standard   **Counter terrorism screening** Required

Person specification

Essential

•   A University degree or its equivalent in Administration or a related field

- Minimum of one-year experience in a similar role
- Ability to use Microsoft office packages
- Good communication (oral and written) skills
- Good work attitude and excellent interpersonal skills
- Willingness to take on more responsibilities as may be required
- Result–oriented, able to think out of the box and willing to learn

Desirable
- Ability to speak the local language

Digital/IT competencies required			
Word, Excel, PowerPoint	Basic	**Web content design & development**	Basic
Internet-based collaboration tools and video calling	Basic	**Social Media**	Basic
Data Visualisation	N/A		

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