



JOB DESCRIPTION

Position: Administrative Officer

Responsible to: Director, Organisational Effectiveness

Location: Country Office, Abuja

Grade: 6

Line Management: Administrative Assistant (Volunteer) & Cleaners

Overall Purpose: The Administrative Officer who reports to the Director, Organizational Effectiveness will be responsible for providing front office, stores, administrative and secretarial support to the organisation. S/he will be responsible for receiving visitors, giving sound response to inquiries, managing mails, answering and screening telephone calls.

S/he is to ensure the implementation of AAN policies and procedures in collaboration with the other members of the HROE team and the entire organisation. S/he will also manage physical and electronic reference documents for AAN by maintaining documentation, filing systems and contact data base.

Specific Responsibilities:

- Maintain a welcome and professional environment and handle/direct all visitors and enquiries appropriately.
- Ensure the report and attendance of General Staff meeting are collated and properly documented.
- Work with colleagues to establish & maintain relationship with suitable hotels across the country and manage all organizational hotel reservations.
- Provide logistics for staff retreats and programme meetings; and ensure adequate communications for the events
- Manage AAN store ensuring adequacy of materials required for day to day running of the office/programmes and proper documentation of all expenses involved.
- Support organisational procurement processes
- Manage and maintain a First Aid box in accordance with AAN's Health and Safety policy.
- Contribute to the development, implementation and interpretation of the Administrative policy
- Ensure a hygienic and clean office environment
- Supervise the office security guards and cleaners
- Ensure welcome pack and other documents relating to travels and logistics are updated and shared

- Provide support on recruitment processes within HROE unit.
- All other responsibilities assigned by Line Manager.

Key Working Relationships:

Internal: Entire AAN staff

External: Service providers, Partners and other stakeholders.

Persons Specifications

Attributes/Skills	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • First degree in social sciences or arts/humanities 	<ul style="list-style-type: none"> • Membership of relevant professional institute
Experience	<ul style="list-style-type: none"> • Minimum of three years' work experience in Front Desk management and Office administration or a related function. • Experience in store management. • Experience supporting procurement. • IT literate with excellent knowledge of Excel & word (MS Office in general). 	<ul style="list-style-type: none"> • Experience in working with international development of NGO agencies.
Skill Abilities	<ul style="list-style-type: none"> • Fluency in spoken and written English language • Highly numerate • Excellent planning and prioritisation skills • Excellent (proven) interpersonal, oral and written communication skills • Multi-tasking skills • Negotiation skills • Experience of designing and co-ordinating training/meetings • Strong analytical/problem solving skills. 	
Personal Qualities	<ul style="list-style-type: none"> • Creative and takes initiative. • Able to work effectively in a diverse team environment • Good motivator of others • Willing to work additional hours at crucial times. • Team player • Self-motivated person able to work with minimum supervision • Effectively promote AAN's mission values, and objectives 	

Signed by: _____

Administrative Officer

Signed by: _____
Director, Organisational Effectiveness