

TOR for ADMINISTRATIVE ASSISTANT

The Administrative Assistant of the Special Financing Facility for Local Development (SFF-LD) will be responsible for the following functions:

- receive and direct visitors and clients
- general clerical duties including photocopying, fax and mailing
- maintain electronic and hard copy filing system
- retrieve documents from filing system
- handle requests for information and data
- resolve administrative problems and inquiries
- prepare written responses to routine enquiries
- prepare and modify documents including correspondence, reports, drafts, memos and emails
- schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors
- prepare agendas for meetings and prepare schedules
- record, compile, transcribe and distribute minutes of meetings
- open, sort and distribute incoming correspondence
- maintain office supply inventories
- coordinate maintenance of office equipment

Education and Experience

- Diploma in secretarial skills and office management experience
- computer skills and knowledge of relevant software
- Knowledge of operation of standard office equipment.
- knowledge of clerical and administrative procedures and systems such as filing and record keeping
- knowledge of principles and practices of basic office management

Key Competencies

- communication skills - written and verbal
- planning and organizing
- prioritizing
- problem assessment and problem solving

- information gathering and information monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- customer service orientation
- teamwork

Expressions of interest/applications and attachments: a CV, two referees and scanned copies of testimonials must be delivered to the address below (in person, or by mail, or by e-mail to alihadam@gmail.com by 1500 hours on Thursday, **7th January, 2016**).

Attention

Mr. Ali Haji Adan Ministry of Finance,

Villa Somalia, Federal Government of Somalia, Mogadishu, Somalia