

Administrative Officer

Job Description

JOB TITLE: Administrative Officer

REPORTS TO: Human Resources Coordinator

WORK LOCATION: Port-au-Prince, Haïti

SCHEDULE: 40-48 Hour per week

CLOSING DATE: May 30, 2026

World Relief is an international non-governmental organization operating in more than 20 countries across Africa, Asia, the Caribbean and the Middle East. Our mission is to mobilize the Church to serve the most vulnerable through impactful programs in health and nutrition, agriculture, savings groups, water, sanitation and hygiene (WASH), peacebuilding, relief and development.

World Relief has been operating in Haiti since 1993, supporting vulnerable communities through sustainable and community-centered interventions.

Position Summary

The Administrative Officer is responsible for providing high-quality administrative, operational, and logistical support to program teams and senior management. He/She ensures the effective coordination of office operations, travel management, meetings, procurement follow-up, information management and administrative processes in compliance with organizational policies and procedures.

Key Responsibilities

1. Administrative & Operational Management

- Provide comprehensive administrative support to Program Officers and senior management.
- Draft, review, format and revise official correspondence, reports, presentations, and other administrative documents.
- Monitor administrative and operational activities to ensure compliance with approved workplans and organizational procedures.
- Initiate and process administrative transactions, including procurement requests, service requests, and payment follow-up.
- Maintain updated administrative records, contact lists, filing systems and organizational charts.
- Compile monthly administrative reports and communicate updates on internal administrative processes and procedures.



- Ensure proper filing, archiving and management of electronic and hard-copy documents.

2. Travel, Logistics & Staff Support

- Coordinate travel arrangements for staff, consultants and visitors, including flight bookings, hotel reservations, visa support, invitation letters, security clearances and accreditations.
- Organize accommodation and onboarding logistics for visitors and newly arrived expatriates.
- Support orientation and briefing sessions for new staff members.
- Follow up on travel-related matters for national and international missions.

3. Meetings & Event Coordination

- Organize and coordinate the logistical and administrative arrangements for meetings, workshops, seminars, training sessions and working groups.
- Coordinate venue reservations, meeting materials, refreshments and catering arrangements.
- Prepare agendas, background documents, meeting minutes and summary reports as required.

4. Information & Communication Management

- Ensure compliance with information management procedures and organizational guidelines.
- Serve as focal point for correspondence management, protocol, information security, filing and archiving.
- Support the efficient use of office systems, communication tools and administrative procedures.

5. Research, Reporting & Coordination Support

- Assist in compiling and analyzing information for planning, monitoring and evaluation activities.
- Conduct administrative research tasks and prepare briefing notes and background documents as requested.
- Retrieve, organize and maintain reference materials and relevant documentation.

Other Responsibilities

- Perform any other related duties assigned by the supervisor.

Required Qualifications and Experience

Education

- Bachelor's degree in administration, Management, Secretarial Studies, Business Administration, or a related field.

Experience

- At least three (3) years of relevant professional experience in administration, operations, or office management.
- Previous experience with an international NGO or humanitarian organization is considered an advantage.
- Demonstrated experience in drafting reports and official correspondence.

Skills & Competencies

- Excellent knowledge of Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.
- Strong administrative, organizational and document management skills.
- Experience using spreadsheets and administrative tracking tools.
- Fluency in French and English (spoken and written) is required.
- Strong organizational and time management skills.
- Ability to prioritize tasks and work independently under pressure.
- Excellent communication and interpersonal skills.
- High level of professionalism, discretion and attention to detail.
- Strong analytical and problem-solving abilities.
- Ability to work effectively in a multicultural environment.
- Commitment to neutrality, confidentiality, integrity and impartiality.

Female candidates are strongly encouraged to apply.

How to apply:

Please specify “**Administrative Officer**” in the subject line of your email and submit the following documents in a single PDF file: your cover letter, copies of diplomas/certificates, professional references (the last two supervisors), pastoral references, and a curriculum vitae to: wradmin@wr.org no later than **May 30, 2026**.

Applications that do not comply with the above requirements will not be considered or selected.

NB: Only shortlisted candidates will be contacted for the next stage of the process.