**Administration Assistant**

**Job Description**

JOB TITLE: Administration Assistant

**REPORTS TO**: Human Ressources Coordinator

**WORK LOCATION**: Port-au-Prince, Haïti

**SCHEDULE:** 40-48 Hour per week

**CLOSING DATE:** june, 22, 2023

World Relief (WR) is an international non-governmental organization with offices in 20 countries in Africa, Asia, the Caribbean, and the Middle East. WR’s mission is the mobilize the church to serve the most vulnerable, and WR works through churches and other community groups in the areas of health and nutrition, agriculture, savings, water, sanitation and hygiene, and peacebuilding, both in relief and in development capacities. World Relief has been operating in Haiti since 1993.

**Core Functions / Responsibilities**

1. Provide full administrative support to the Programme Officers within assigned programmes. Draft, review and revise correspondence, reports and documents for proper format and content.
2. Monitor aspects of the implementation of country activities, funds for program/project budget levels and financial expenditures, according to the approved country workplans.
3. Initiate and process different administrative transactions including procurement of goods and services. Follows up with concerned parties the receipt of deliverables and finalization of payments in accordance with IOM institutional guidelines;
4. Be in charge of the Mission's Welcome Service, which includes, among other things, travel arrangements for staff in compliance with ICRC rules (flight and hotel reservations, visas, invitation letters, accreditations, etc.), accommodation planning for visitors and new expatriates, briefing of new staff, practical organization of seminars (room reservation, organization of coffee and lunch breaks, etc.)
5. Implements information management guidelines and ensures compliance with procedures and efficient management of information flow.
6. Be the point person for correspondence and protocol, information security, interim filing and archiving, and the use of standard IT tools.
7. Performs secretarial duties for the senior management team, including diary management and external contacts, preparation of meetings, updating of lists and organization charts.
8. Prepare mailings
9. Compile regular monthly meeting reports; regular update colleagues on new administrative process;
10. Compile background material for planning, monitoring and evaluation exercises. Maintain and update the filing of technical documents and correspondence (soft/hard copies and databases if applicable). Create background reference material as appropriate; access and retrieve relevant material;
11. Work on all administrative and logistics preparations required for the organization of meetings (working groups, seminars/courses, workshops);
12. Prepare and process travel requests for team members arrange for visa issuance, security clearance, flight, and hotel bookings, follows up travel related issues of national and international missions.
13. Assist on research tasks, compile, and analyze information, and draft briefings and background information documents as requested;
14. Perform any other duties as may be assigned.

**Required Qualifications and Experience**

**Education**

* University degree in secretarial and/or administrative studies
* Minimum two years experience in a similar field.
* Very good level of French (spoken and written) and good level of English (spoken and written) required.
* Computer literate; excellent knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook).
* Experience with an international organization would be an advantage.
* Sense of organization, responsibility and priorities
* Ability to take initiative, analytical skills, methodical and rigorous
* The Administrative Assistant will be required to maintain strict neutrality, independence and impartiality at all times and under all circumstances. As such, he/she cannot take advantage of any public position - past, present or future - in relation to the context, the actors and the geographical area in which he/she works.  
  OR

**Experience**

* Demonstrated drafting and reporting skills are essential;
* Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis.

**Languages**

Fluency in English and French is required. Knowledge of Spanish is desirable.

HOW TO APPLY

Please send your applications to the following email address: wrhadmin@wr.org with “Admin Assistant- in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained