



HUMAN RESOURCE AND ADMINISTRATIVE ASSISTANT

Job Description

Department: National Coordination Office (NCO)

Responsible to: The Head of Finance and Administration (HFA)

Main Function of the Job:

To provide administrative, logistics and human resource functions of TLM-Nigeria.

Principal Responsibilities:

- Support the HFA in the management and administrative functions of NCO and States Projects.
- Support the HFA in the logistics of NCO and States Projects in areas of Events, Supplies, Inventory and Maintenance.
- Support the HFA in the Personnel management of NCO and States Projects.

Main Tasks:

Administrative task:

1. Support the HFA in the day-to-day operations in National Coordination Office (NCO) by ensuring that all inputs such as communications and equipment are at their optimum performance.
2. Support the HFA in the organization of meetings such as Project leaders meeting, Staff Conferences, International meetings, etc.
3. Manage the daily, weekly and monthly appointment schedule of the National Director.
4. Manage the National Director's local and international travels and proactively coordinate the pre-planning with internal functions involved.
5. Supervise and oversees the security aspect of National Coordination Office.
6. Take minutes of meetings and ensure distribution of meeting to appropriate quarters.
7. Manage TLMN official e-mail by screening and prioritizing electronic mail, communications call from internal and external sources.
8. Schedule meetings and coordinate appointment requests in line with the National Director's instructions.
9. Daily supervision of junior staff to ensure compliance and optimum performance of duties.
10. Provision and general maintenance of office equipment, tools and timely repair of faulty equipment.

Logistics task:

11. Maintain stock and order general office supplies (Refreshments, stationery and cleaning).
12. Participate in systems review of TLMN projects and NCO as directed.
13. Assist in the procurement of Capital Items, drugs, literature and any other resources or materials sourced locally or internationally for NCO or field use.

14. Assist in the distribution of Capital Items, drugs, literature and any other resources or materials sourced locally or internationally for NCO or field use.
15. Support the HFPA in the maintenance of TLM properties in the office and field.
16. Organize travel itinerary include hotel accommodation and other logistics for visiting guests within the country and international guests.
17. Monitor NCO Vehicle movements, logging and functioning to ensure periodic servicing when required.

Human Resource task:

18. Support the national Director in dealing with all aspects of matters concerning personnel including:
 19. Assist staff in facilitating visas for travel and arranging invitation letters for international visitors.
 20. Prepare letter of appointments, update/renewal of contract and job descriptions for staff.
 21. Processing requests for leave by staff.
 22. Assists as required in staff recruitment process in areas of advertisement for job openings, inviting candidates for interview, and induction of selected candidates.
 23. Send out Appraisal form and collate for National Director's attention at the end of each year.
 24. Constant update of staff files and efficient filing system of official documents for easy retrieval and referencing.
 25. Perform other duties as required.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualification	- B.Sc./HND Business Admin., Secretarial Studies or other related qualifications.	
Experience	- 2 - 3 years' experience in a non-governmental organisation (local or international) and other reputable organizations and development agencies	
Skill	- Excellent written and oral communication skills. - Ability to use a computer (Microsoft office suit application) - Ability to communicate well and good interpersonal relation with people. - Sound judgement to assess issues and take right decisions. - Good team player	Knowledge in French is an added advantage
Personality	- Committed Christian with good Christian testimony. - Ability to take initiative. - Ability to work unsupervised.	Ability to adapt

	<ul style="list-style-type: none"> - Honest and dedicated. - Ability to manage people under him very well. - Problem solver 	
Circumstances	<ul style="list-style-type: none"> - Willingness to work for extended hours. - This is a non-travelling job. 	Willingness and Flexibility in unpredictable circumstances