



# Job specification

## Job description

Job title	Office Administrator		
Department/Team	Programmes / Ethiopia Country Programme		
Job Family	OSS – Operational Support Services	Job Code	OSS004
Reporting to	Finance and Admin Manager or Project Manager-Coordinator		
No. of direct reports	N/A	Budget holder responsibility	N/A
Location	Bensa Daye-Ethiopia		
Grade	3		

Contract type	Fixed Term Contract	Hours	40 hrs per week
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## Role purpose

To ensure smooth and efficient day-to-day operations within the office environment. To manage administrative tasks, maintain office supplies, coordinate schedules, and facilitate communication among team members.

## Key responsibilities

<b>Secretarial support</b>	<ul style="list-style-type: none"><li>Organise and schedule appointments for project staff</li><li>Receive, record and distribute mail, correspondence memos, letters, faxes and forms.</li><li>Assist in the preparation of regularly scheduled reports.</li><li>Develop and maintain office filing systems (paper and electronic).</li><li>Support field data entries when necessary.</li></ul>
<b>Front office management</b>	<ul style="list-style-type: none"><li>Manage front office operations that preserve and enhance the image of Ripple Effect.</li><li>Maintain contact lists.</li><li>Liaise with the main Ripple Effect office book travel arrangements for staff, donors and other project visitors and offer other logistical support.</li><li>Act as the point of contact for internal and external clients visiting the office.</li></ul>

	<ul style="list-style-type: none"> <li>▪ Provide prompt feedback from management, stakeholders etc. within the office and to field staff.</li> <li>▪ Ensure proper arrangement and coordination for office Security.</li> <li>▪ Ensure periodic maintenance to the office building whenever necessary.</li> </ul>
<b>Financial and general administration support</b>	<ul style="list-style-type: none"> <li>▪ Manage office petty cash and a petty cash register, recording all transactions in ledger book/analysis book, reconciling, and submitting expense reports.</li> <li>▪ Receive and facilitate the processing of staff finance requests.</li> <li>▪ Support the project coordinator to update and maintain office policies and procedures.</li> <li>▪ Receive and file staff timesheets.</li> <li>▪ Liaise with management and senior administrative assistant to handle requests and queries from senior managers.</li> <li>▪ Ensuring office utilities payments are completed within the required timelines.</li> </ul>
<b>Management of organisational assets and consumables</b>	<ul style="list-style-type: none"> <li>▪ Maintain up to date asset register.</li> <li>▪ Maintain an inventory of all assets procured by the project in accordance with Ripple Effect requirements.</li> <li>▪ Order, procure and maintain where necessary office supplies.</li> <li>▪ Administer insurances and arrange insurance cover for office vehicles and motorbikes as needed.</li> <li>▪ Book for inspection and evaluation for the Vehicles and Motorbikes booked in a timely manner for insurance requirements.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>▪ Ensure compliance with Ripple Effect policies and all relevant legislation.</li> <li>▪ Act at all times according to Ripple Effect's values and in support of its Africa Forward Together approach.</li> <li>▪ To undertake other duties of a similar nature as reasonably required by the line manager.</li> </ul>

## Safeguarding

At Ripple Effect, we are committed to creating a safe and rewarding environments for all our people, including staff, participants, partners, volunteers, children, and vulnerable adults. It is a shared responsibility to ensure that everyone is treated properly and protected from harm, exploitation, and abuse. To fulfil this commitment, we have established a robust Safeguarding Policy that everyone working with us is expected to follow, along with a confidential whistle-blowing procedure that allows individuals to raise any concerns they may have.

# Person specification

## Qualifications

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### Essential:

- Minimum of diploma in business management/administration & CPA part 2 or equivalent from recognised institutions.

### Desirable:

- Bachelor's degree in business management/administration.

## Experience and knowledge

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### Essential:

- Good level of experience in a similar office administration position.
- Thorough understanding of office management procedures.
- Experience with handling petty cash.

### Desirable:

- Good level experience with accounting and bookkeeping.

## Skills and attributes

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### Essential:

- Excellent organisational and time management skills.
- Demonstrate a high level of initiative and attention to detail.
- Effective written and verbal communication skills.
- Proficiency in MS Office.
- Analytical abilities and aptitude in problem-solving.
- Administrative and office management skills.
- Good secretarial skills.
- Ability to work under pressure and with short timelines.
- A team player who is a problem solver, enthusiastic, highly motivated and with ability to multi-task.
- Self-motivated.
- Professional, honest and trustworthy.
- Commitment to Ripple Effect's mission.
- Commitment to uphold our values of integrity, accountability and compassion.
- Respect for Ripple Effect's Christian background and ethos.

## Equal opportunities

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Ripple Effect is dedicated to fostering an inclusive environment, and we welcome applications from all individuals, embracing diversity in all its forms.

Updated: June 2022  
Evaluated: June 2022