



AFRICA CHARITY AID FOR THE NEEDY AFCHAID

Date 31/05/2024

ORGANIZATION BACKGROUND

AFRICA CHARITY AID FOR THE NEEDY is a non-profit making Non-Governmental Organization established in 2023 to offer both humanitarian assistance and socio-economic advocacy in various fronts We work with various groups to assist, educate and Inform communities on issues of Health, Education, Food Security, Human Rights, Good Governance, Climate Change, Protection of the Environment, Counter Violence Extremism programs (CVE) and Socio Economic Empowerment.

We believe that economic empowerment must be at the core of development and therefore we seek to provide development initiatives that offer economic alternatives and provide solutions out of poverty to the people. Our programs seek to ensure that vulnerable groups living in various areas such as in slums, urban setups and rural areas are included and empowered to actively participate in all aspects of development.

We work with all kinds of populations through community projects that promote social change, sustainable and holistic community development programs and awareness campaigns. We bring together communities and partners of diverse backgrounds and expertise to work towards a common goal.

Job advertisement

AFCHAID is looking for Assistant Admin for its Thika satellite office below is the job description and you can apply through info@africacharityaid.org **kiambu county residents** are advised to apply for better opportunity follow us www.africacharityaid.org for more clarification/Inquiry you can call us on 0748716404 the deadline of submitting the applications is 15th June 2024 only shortlisted applicants will be called for interview



Administrative Assistant

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together	Ensuring Alignment – Think differently but work together	

Job Responsibilities

The Admin Assistant will have the responsibility for the following key areas:

- Overall day-to-day office management.
- Organize, maintain and tidy the office area and equipment.
- General administrative support including preparing letters, sending out letters and documents, receive and sort mail and deliveries, schedule appointments.
- Organize meetings for the staff team, volunteers, trustees and training.
- Help to support operations team when needed
- Ensure staff salaries, pension and tax returns are prepared and filed correctly and on time.
- Maintaining contact with vendors and establishing a good relationship with them for the progress of the business.
- Handling the management of all financial elements of the organization, which includes petty cash, expenses, income & expenditure records, process all payments through cash flow and monthly bank reconciliation.
- Production of management information and the offering of counsel and direction to staff.
- Devising ways of tracking improvements in the organization.
- Monitoring actual performance and comparing it with the organization’s target.

- Maximizing proficiency in working on all aspects of the financing and the strategic planning for the support of the organization.
- Coordinating market surveys for the effective planning of the business, and its viability, as well as its chances for survival in the competitive market place.
- Developing methods of dealing with the challenges faced with in the course of carrying out daily activities.
- Prepare budget, support auditing process, training, and the coordination of projects.
- Correspond with employees and external stakeholders to keep them informed of company developments.
- Create strategies to increase employee awareness and promote productivity.
- Communicate with the media and other interested parties to announce new events and discuss organizational changes in a way that attempts to maintain a positive image of the company.

QUALIFICATION

A degree from a qualified tertiary institution (BSc/HND) in accounting, business administration or other closely related field.

KNOWLEDGE AND SKILL REQUIREMENTS

- ✓ Basic reading, writing, and arithmetic skills required.
- ✓ Familiarity with different management techniques.
- ✓ Computer use competency (MS-Office Suite)
- ✓ Ability to develop and deliver presentations. Ability to create, compose, and edit written materials. Strong interpersonal and communication skills.
- ✓ Work requires willingness to work a flexible schedule.
- ✓ Customer Service, Closing Skills, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships.

