



Terms of Reference: Administrative Assistant

Role:	Administrative Assistant
Location:	Livingstone, Zambia
Reports to:	Livingstone Technical Advisor and Finance and Office Manager
Language Required:	English
Duration of Contract:	Annual contract renewed annually

*Candidate must be a resident of Livingstone or willing to relocate

Background

Wildlife Crime Prevention is a Zambian based Not-for-Profit organisation that works nationally across Zambia, providing support to the Department of National Parks and Wildlife. The main goal of WCP is to coordinate closely with key DNPW personnel and NGOs working in and around Zambia's National Parks.

Purpose

The primary purpose of this position is to provide administrative and financial support to the Livingstone Technical Advisor and DNPW in the region to ensure the effective and efficient operations.

Scope of Work

The position includes but not limited to, the following responsibilities:

The Administrative Assistant will be responsible for:

- Preparation of project payments requests
- Capturing of finance transactions onto a spreadsheet
- Systematic filing and maintenance of all project finance and administrative related documents
- Reconciliation of all region's accounts
- Management of office petty cash transactions and reconciliations
- Manage and maintain up to date asset list
- Monitor and assist in consolidation of all reports both finance and technical

Required Skills/Experience

- Senior Secondary (Grade 12) Certificate
- Minimum Diploma in a Finance and/or Administrative related course
- Minimum one years' experience in an administration and/or finance role. Experience in NGO finance sector will be an added advantage
- Knowledge in bookkeeping
- Ability to work independently and as a team
- Strict conviction to meet deadlines
- Attention to detail
- Good working knowledge in Excel and Word
- Self-motivated and goal oriented
- Ability to work independently under minimal supervision
- Excellent written and oral communication skills

Please send your CV and cover letter to jobs@wildlifecrimeprevention.org by 15th September, 2019. Ensure to reference '**Name of Applicant-Administrative Assistant**' in the subject matter. Only successful candidates will be notified.