



VACANCY ANNOUNCEMENT

1. **POSITION:** Administration Officer
2. **EDUCATION:** Bachelor degree in Management or related fields.
3. **EXPERIENCE:**
 - 8 years experience in Management and Administration related work
 - Good writing and communication skills (in English)
 - Computer literate-word processing
 - Ability to work in a multi-disciplinary team environment
 - Ability to undertake assignments with minimum supervision
 - Ability to undertake various assignments simultaneously
 - Excellent communication and interaction skills
 - Excellent report writing skill
 - Excellent leadership skills
 - Work experience in NGO or research organization is an added benefit
4. **DUTIES AND RESPONSIBILITIES**
 1. Performs administrative and human resource management functions based on the Human Resource policies and procedures manuals
 2. Advises management on Human Resource matters
 3. Processes recruitment, contract formation, renewal or termination, leave, complaints and discipline issues, performance evaluation as per the manual
 4. Maintains up-to-date and complete personnel records
 5. Administers OSSREA's office supplies, equipment and property
 6. Supervises administrative staff members in performing office support functions
 7. Develops and maintains procurement policy
 8. Follows-up the procurement of goods, personnel affairs and general services of OSSREA
 9. Follows-up proper utilization of office supplies, equipment, and other goods
 10. Maintains a system for proper filing of vendors files
 11. Prepares training and career development plan for staff members
 12. Adapts procedures and techniques to meet special needs of staff members
 13. Provides logistical and manpower support to successfully conduct OSSREA's workshops, conferences, congresses and similar activity
 14. Prepares memorandum as required on general administrative matters
 15. Liaises with all Units for the proper functioning of the Organization
 16. Performs other administrative and secretarial related duties as may be assignment by the Director of Finance and Human Resource
5. **REMUNERATION:** The Organization offers competitive and attractive remuneration package commensurate with the candidate's qualifications and relevant work experiences.

Application Deadline: all applications and supporting documents should **be submitted by 27 June 2008.**

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED!