

Administration Coordinator

Location: [Africa] [Burundi]

Town/City: Bujumbura

Category: Administration/Corporate Services

Job Type: Fixed term, Full-time

PURPOSE OF POSITION

Under supervision of Security, Fleet and Administration Manager, the position holder will support WVI Burundi Office in achieving its goals and objectives by ensuring staff have adequate and conducive working environment that will enable them to work efficiently. He will ensure staff and external needs are satisfied through excellent administration customer service.

MAJOR RESPONSIBILITIES

15	Organize offices' cleaning and monitor compliance to cleaning schedule by the contracted supplier of cleaning service	Excellent clean working environment
15	Plan for office minor maintenance and repair in a cost effective way and follow up with finance of bills and invoices payment (water, electricity , telephones , rent, etc)	Office infrastructures are maintained operational and related bills settled on time
15	Effectively facilitate bookings and needed settings/materials needed items for meetings are	Timely booked conducive venues for meeting/workshop and documents for clearing bills

	available in contracted hotels ,collected ensure consumed bills are settled timely	
15	Ensure office meetings venues are well arranged and equipped with all necessary items (water /tea/coffee, projectors, note books and pens)	Office meeting venues are timely arranged and equipped with all needed materials
10	Monitor inventory office supplies and purchase new material for offices in accordance to needs and available budget	Office and kitchen supplies are all the time available
5	With support from mechanic drivers, ensure regular maintenance and occasional repairs of generator at national and field offices are done timely and properly	Generators at Bujumbura and field offices are kept in excellent working condition
5	Facilitate booking of e-ticket for international and national staff ; accommodations, meals and vehicle transport for visitors; and appointments for security briefing and child protection orientation	Staff are facilitated in their international travels and visitors supported in their integration
5	Provide daily supervision to receptionist and carry out performance evaluation for staff under his /her supervision	Subordinates staff are regulary coached and evaluated periodically
5	Ensure development and/or implementation of new initiatives for efficient service	New intitatives are created /implemented

	deli very in administration sub-department	
5	Manage contracts to ensure they are valid , and advance payment are timely recovered	Efficient management of offices' contracts
5	Perform any other task assigned by his/her supervisors	-

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in Business Administration, Procurement, Marketing, Logistics and other related fields
- Three (3) years of experience or hold a master 's degree in related field

Preferred Skills, Knowledge and Experience:

- Solid knowledge of customer care and administrative processes
- Supply chain and procurement management skills
- Good planning and organizational skills
- Ability to maintain effective working relationships with staff at all levels
- Flexibility to work extra hours and on call in weekends
- Proficient oral /written communications skills in English, French and Kirundi
- Able to work on a cross cultural environment with a multinational staff.

- Driving skills with driving license

Work Environment:

- Work environment: Office-based
- Travel: 15% Domestic travel is required.
- On call: 30%

How to apply:

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-burundi>. If this is your first time applying online via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process. All applicants must apply using our online application system, CVs received via email or standard post will NOT be considered.

In case you face challenges applying through the online system, please call HR department for support. The closing date for submission of applications (Updated and signed CV, motivation letter, certificates of service, and Certified Degrees) is **November 27, 2020**. No late applications will be accepted.

Important Note:

- World Vision Burundi does neither use employment agencies nor does it charge money for recruitment, interviews or medical checks.
- As a child focused organization, World Vision is committed to the protection of children

and does not employ staff whose background is not suitable for working with children.

- Although all applications will be considered on their individual merit, suitably qualified women are especially encouraged to apply.