



JOB DESCRIPTION

POSITION TITLE	:	Administrative Assistant
OVERALL OBJECTIVE	:	To provide the secretariat for the Tree Aid office in Burkina Faso
LINE MANAGER	:	Administration & Human Resources Officer
WORKING TIME	:	Full-time employment
TYPE OF CONTRACT	:	Fixed term of one year renewable with a probation of 03 months, subject to performance and availability of funding

MAIN TASKS

Under the supervision of the Administration & Human Resources Officer, the Administrative Assistant will be responsible for effectively providing the secretariat for Tree Aid's Burkina Faso office. The position is based in Ouagadougou.

I. FUNCTIONS AND RESPONSIBILITIES

- Ensure the receipt, recording, distribution, follow-up/response, filing and archiving of incoming mail
- Initiate and finalize in compliance with the standards all letters, reports, minutes...
- Set up and maintain an adequate classification charter
- Update the telephone directory for the TREE AID office in Burkina Faso
- Manage the agenda of meetings and other appointments of the Regional Director/West Africa
- Manage telephone communications and ensure that clear notes are taken in order to inform employees who are absent at the time of calls,
- **Ensure the organization of meetings/workshop and keep the agenda up to date**
- Ensure the secretariat of meetings and workshop by drawing up the minutes,
- Ensure translation, interpreting (French-English / English-French)
- Perform any other tasks assigned to him/her by the hierarchy.

II. QUALIFICATIONS

- Hold at least a DUT/DTS/BTS in Executive Secretariat/Administration/ obtained following the Baccalaureate series **G1**,
- Have **at least five years'** professional experience in a development organization, NGO, international institution,

- Have a very good knowledge of the organization, the management of a secretariat and the agenda of the director,
- Master the computer tool, including common software (Word, Excel, Power point, Outlook and Internet Explorer),
- Have a perfect command of French and be perfectly bilingual (French/English)
- Be immediately available.