

A Partnership with Africa: Office Management Assistant (Part Time) (<https://www.activelink.ie/node/111449>)



A Partnership with Africa (APA) is an Irish Charity which supports a partnership-based approach to development wherever it works - presently in Ethiopia and Tanzania. Since its charitable founding in 2004, APA has supported projects that focus on areas such as preventing the spread of HIV/AIDS, engaging with domestic workers and bar workers to challenge exploitative working conditions.

We are seeking a new Team member to join a small office team on a part time basis

Job Title: Office Management Assistant

Reports to: CEO or delegate

Contract: 12 months with possibility of extension (with probation period of six months)

Hours: Part time: 3 full days per week

Location: Primarily office based at APA office Kimmage Manor, Dublin 12

Key Responsibilities:

- General day to day office duties and matters arising; engaging with and facilitating all aspects of the work of running APA efficiently and to highest standards and best practices; maintaining an up to date efficient filing and information systems.
- Provide administrative support to APA fundraising, projects, shops and logistic personnel; liaising with suppliers and donors; keeping processes and staff information, documents and their data up to date, assist with project documentation and reporting.

Process order requisitions, invoices for payments in liaison with the Finance Head.

Required Knowledge, Skills, and Experience:

- Experience of at least 5 years with all aspects of office protocol and administration and familiarity with GDPR protocols
- Good planning ability for work on daily, weekly and monthly schedules
- Excellent attention to detail and ability to organise and follow up teamwork tasks
- Excellent spoken and written English.
- Good computer and IT skills, electronic filing, data management, scanning, ZOOM meetings setting up, minute taking
- Ability to maintain confidentiality on data, personnel and organisational matters, adherence to highest standards of Integrity and transparency, respect, inclusiveness and commitment to achieve the best results together to realise the goal of APA

Desirable:

- Experience in humanitarian work, international Non-Governmental Organisation a distinct advantage
- Experience of corporate governance an advantage
- Experience working and planning with volunteers and commitment to the ethos and aims of APA, its values and goals

Personal Skills

- Good interpersonal communication skills and ability to work as part of a small team and facilitating team effort with respect and commitment to achieve the best results together
- Ability to work independently, creatively and to take responsibility. work well with others in a small team

To apply:

Please send a cover letter outlining how your motivation, experience and skills fit the role and an up-to-date CV to info@apa.ie (mailto:info@apa.ie). Please insert “**Office Management Assistant**” in the subject line. APA is an equal opportunities employer and welcomes applications from all sections of the community. Applicants must be legally entitled to work in Ireland at the time of application.

Closing date: 3 pm November 1st . Interviews will be held week beginning November 4th. Shortlisted candidates will be notified of a time slot in advance. Informal enquiries to [086 1036717](tel:0861036717) (tel:0861036717)

Region

Dublin 12

Date Entered/Updated

10th Oct, 2024

Expiry Date

1st Nov, 2024

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