



VACANCY: Office Administrator

The Namibian Foundation for the Conservation of Seabirds (NAMCOB), a seabird conservation organisation based in Lüderitz, Namibia, seeks to employ an office administrator on a full-time / part-time basis. The initial contract is for two years renewable based on performance. Funds are available for the position for at least five years.

PURPOSE OF POST / THE POSITION AT NAMCOB

The office administrator will play a supporting role in the establishment, development, and implementation of the newly established NAMCOB. He / She will contribute towards NAMCOB maintaining its strategic vision and achieving its prioritised activities and planned outcomes and/or impacts in a cost-effective and timely manner by conducting administrative and secretarial services.

Essential Functions

NAMCOB's office administrator will perform secretarial services, fleet management, bookkeeping, finance, and clerical support. This position will report to the NAMCOB director and will be based in Lüderitz in Namibia. This is an initial two-year contract with the possibility of extension dependent on performance.

Responsibilities and Scope

- Secretarial services
 - Assist the Director/staff with administrative and secretarial work
 - Receptionist duties
 - Support the management of all aspects of a dedicated marine & seabird facility
 - Any other duties
- Fleet Management Services
 - Manage all NAMCOBs vehicles and boats fleet
 - Liaise with garages on vehicle and boat repairs and services
 - Write compilation of accident reports
 - Ensure timely servicing and maintenance of vehicles/boats and maintain a record of vehicle/boat service and maintenance and inform vehicle users
 - Maintain a record of petrol consumption and mileage on all vehicles/boats
 - Keep a list of all vehicle/boat inventory and do verifications monthly.
 - Maintain the monthly vehicle/boat service schedule and share with relevant personnel
 - Liaise and provide quarterly (written) reports on expenses and performances of the NAMCOB vehicles/boats to the Director
 - Make sure that all vehicles/boats are properly registered and maintain a file with all documents; carry out inspections on regular basis

- Reconcile all fuel usage monthly
- Clerical support
 - Assist the Director with HR-related admin issues
 - Responsible for maintaining, accurate and up-to-date human resource files, records, and documentation.
 - Maintains the integrity and confidentiality of human resource files and records.
- Finance and bookkeeping
 - Assist the Director with finances
 - Conduct bookkeeping
- Any other duties as may reasonably be expected

Minimum Qualifications

- Minimum of a diploma in administration, secretarial or similar
- 3 years' experience of relevant experience and of working with multi-disciplinary teams
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Basic knowledge of logistics and fleet management.
- Bookkeeping and basic accounting knowledge.

Requirements

- Strong language skills, with excellent English, other Namibian languages will be an advantage.
- A valid driving license.
- A willingness to travel, when required.
- Ability to work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.
- Excellent interpersonal and general communication skills.
- Good command of Office suite applications (Word, Excel, Access, PowerPoint).

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