**VACANCY ANNOUNCEMENT - VAC/ABJ/03/2019**

The 10th European Development Fund (EDF) is recruiting:

Position: Officer Assistant (1)

Project: Transport Facilitation Project

Purpose of Job: Support the administration of the Project Implementation Unit (PW) Offices.

Duties and Responsibilities:

* Receptionist duties, greet and welcome visitors and refer them to appropriate staff members;
* Coordinating messenger service, faxing, copying, scanning, filing, handling of documentation, running errands;
* Ensure effective and timely pickup and delivery of documents, mail and other materials to their designated destination;
* Answer phone, route calls and take messages;
* Assist general office administrative duties;
* Record incoming mail;
* Distribute incoming mail and prepare outgoing mail including bulk mail;
* Maintain all offices clean and free from clutter;
* Make sure the office front desk is clean and creates a good impression;
* Any other duties as may be assigned from time to time.

**INFORMATION FOR APPLICANTS**

1. The contract will last till September 2020. (Renewal is Subject to Availability of Funds)
2. The contract will start in the Second Quarter of 2019. The salary will be set according to the existing salary grid applicable for the level of the post inside the organisation, taking into account the chosen candidate's work experience in the field.
3. Qualifications: 2-year Diploma i.e. OND, BTS, DUT, Associate degree etc.
4. Experience: Three (3) years post qualification work experience.
5. Knowledge: Knowledge of operating general office equipment (fax, copier, scanner, etc..).
6. Skills: Excellent communication and inter-personal relations skills (team player).
7. Language: Must be fluent in English or French. A working knowledge of the other language would be an advantage (English, French or Portuguese).
8. Applications MUST include:
   1. A cover letter setting out briefly the candidate’s motivation and suitability for the position. (1 Page)
   2. A completed CV in the EU standard format. (Not more than 3 Page)
9. Applications should be [mailto: offasst.edf@gmail.com](mailto:mailto:%20offasst.edf@gmail.com) clearly stating “**Officer Assistant - EDF”** in the subject line. The application must arrive in the above mailbox no later than 08 March 2019 at 17h00 local time.
10. Candidates who do not clearly have the required **QUALIFICATIONS** and **EXPERIENCE** should kindly abstain from applying, as their applications will not be considered.
11. Candidates must abstain from contacting the EDF Delegation for information on the selection process. Any candidate that in any way tries to influence the Selection Committee will be disqualified immediately.
12. **Kindly note that only candidates who meet the requirements will be contacted**.

\*The policy on the protection of individuals with regard to the processing of personal data applies\*