

## VACANCY ANNOUNCEMENT

Job Title:	Administrative Assistant	<b>Reports to</b>
Grade:		❖ Head, PPP
Department:	Business Development	<b>Direct Reports</b>
		❖ None

Shelter Afrique Development Bank (ShafDB) is a Pan-African housing finance and development institution established by African Governments to provide financial solutions and technical assistance for affordable housing and urban development across the continent.

The Administrative Assistant (AA) will provide, in liaison with the headquarters in Nairobi, Kenya, a full range of office/administrative support to the Abidjan Regional office including but are not limited to the following

### Key Responsibilities and Job Dimensions

- ❖ Serve as point of contact of the Regional Office both for internal and external clients.
- ❖ Work with a high level of discretion and diplomacy in setting and managing priorities and workflow in an efficient and organized manner.
- ❖ Respond, in a timely and highly professional manner, to extensive and diverse external/internal inquiries and general requests by drafting and formatting – in English and /or French standard and routine correspondence.
- ❖ Prepare and arrange program of meetings with high level Government officials and High-level representatives of the private sector for senior Shaf's Management when visiting the regional office.
- ❖ Manage the day-to-day relationship with the office suppliers to maintain office supplies and place orders when inventory is low.
- ❖ Create Vendor Masterfile: maintain a database of all registered vendors in Côte d'Ivoire and other countries where the regional team operates.
- ❖ Receive, vet, record and reconcile invoices from all Regional Office service providers:
- ❖ Prepare checks and process payments to regional office suppliers. Also, follow up with the Head Office administrative assistant and accounts officer when needed.
- ❖ Maintain visitor contact lists and manage various meeting requests from potential local partners.
- ❖ Arranging travel plans for employees and head office visitors, e.g., processing visa letters, booking hotels, and arranging airport pick-up.
- ❖ Track the resolution of any problems in the office that could impede workflow.
- ❖ Receive and send letters and packages (through email or DHL) to the appropriate recipient. Also, follow up for feedback when needed.
- ❖ Manage the renewal of diplomatic privileges and the other approvals required from the foreign affairs ministry. This involves liaising and following up with the country protocol and the police to confirm access to the honor Salon for special guests.
- ❖ Report any Administrative issues and suggest solutions to the Regional Representant.

- ❖ Performing various other clerical tasks, including scanning, transcribing, and filing.
- ❖ Such other tasks may be required.

### **Experience and Academic Qualifications**

- ❖ **Experience:** Minimum of 8 years of progressive experience within a Multilateral financial institution.
- ❖ **Academic:** Bachelor's degree in Business Administration, Finance, Economics, or any other related field or a professional qualification in lieu.
- ❖ **Language:** Fluency in written and verbal English/French or working knowledge of the other is required.

### **How to Apply:**

Interested candidates should submit a detailed CV and cover letter to [hr@shelterafrique.org](mailto:hr@shelterafrique.org)

with the subject: "**Application – Administrative Assistant**"

Shelter Afrique is an equal opportunity employer.