

Job Title: Office Assistant

Starting Date: 27/08/2023

Deadline: 03/09/2023

Duty Station: Khaukha Office

Status: Full Time

Project: GFA Project

Female applicants are welcome and encouraged to join the call

About VHI

“Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. Our aim is to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at www.vision-hope.org.”

in our Khaukha sub-office, located within our Area Office in Aden, Yemen. As an office assistant, you will play a pivotal part in ensuring the smooth and efficient operations of our organization. Your responsibilities will span a wide spectrum of administrative and logistical tasks, all contributing to the success of our projects and the overall functioning of our office.

Responsibilities

1. Full understanding of the organization's plans and strategic objectives, as well as familiarity with all necessary information related to the services, interventions, and projects provided by the organization.
2. Greeting visitors, introducing the organization, answering routine questions, and providing a variety of information including distributing brochures, pamphlets, and other materials related to the organization.
3. Responsible for office management and requisitioning any related supplies, ordering, maintaining, and managing stationery, kitchen, and office essentials.
4. Issuing Requests for Procurement of office supplies and equipment, maintaining appropriate inventory entries, overseeing purchasing processes according to the organization's procurement policy in coordination with relevant stakeholders.
5. Monitoring and coordinating between teams to support timely and coordinated procurement, inventory and asset management, communication, and preparation of accurate and timely reports.

6. Assisting the Logistics Officer in planning vehicle rentals, fuel management, and driver coordination for efficient and effective management upon request.
7. Conduct routine checks to ensure all types of needs, maintenance, and services are appropriately and timely addressed.
8. Ensure that all used devices and other fixed assets are operational and in good condition.
9. Archiving and monitoring individual files, delivering all documents related to employees, and assisting in organizing and holding meetings with staff.
10. Responsible for correspondences (memos, letters, emails) with relevant individuals and entities as per the guidance from the main Area office (Aden) or the main Yemen country office (Sana'a).
11. Represent the organization to local authorities within the geographical area of the office and coordinate accordingly.
12. Represent the office to others, as well as in meetings, official events, and authorized by the Area Office or Country and coordinate with all relevant parties.
13. Perform general administrative tasks, writing accurate meeting minutes, communicating with relevant parties, etc.
14. Ensure and follow up on the payment of all related office invoices on time.
15. Provide expense reports, and prepare regular reports on expenses and office budgets.
16. Translate documents from English to Arabic and vice versa as needed.
17. Maintain and manage office supplies, kitchen, and office essentials.
18. Handle information confidentially, especially of employees and financial matters.
19. Arrange travel and accommodation for local employees and coordinate local travel upon request (handling permits, providing vehicles, hotel reservations, etc.).
20. Directly supervise the program support team (cleaning staff, cook, security if available) and manage their schedules.
21. Responsible for monitoring attendance, leave, and departures of employees and submit attendance and leave reports to (Sana'a – Aden) offices.
22. Assist and support the Security and Safety Officer in safety improvements, training, monitoring safety and security incidents, and preparing related reports.
23. Ensure regular communication and contact with MOBIC-sub offices, relevant entities and local authorities.

24. Maintain an up-to-date attendance record and monitor staff attendance by checking the record and archiving it in SharePoint.
25. Assist in payroll preparation by providing relevant data, by collecting timesheets and attendance records, absences and leaves.
26. Provide staff with guidance on the leave application process and follow up staff on submitting related leave forms
27. Given the nature of VHI office activities, the above-mentioned tasks are advisory and subject to change. Additional tasks may be delegated as needed to achieve the organization's objectives.
28. Perform other duties as required or requested by the direct manager.

Required qualification and Skills:

1. A bachelor's degree in administration or a related field is required.
2. 2 years of administrative/HR assistant experience.
3. Knowledge of labor laws and employment regulations is a bonus.
4. Excellent written and verbal English Language.
5. Works well under pressure and meets tight deadlines.
6. Computer literate with capability in email, 365 MS Office specially Excel.
7. Fantastic organizational and time management skills.
8. Good communication and problem-solving skills.
9. Ability to accurately follow instructions.

Additional job responsibilities:

- Joining date: As soon as possible.
- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Additional Considerations:

- The Office Assistant must adhere to VHI policies and the code of conduct, as well as faithfully and responsibly represent the organization.

How to Apply

- please Use this link to apply for the position: [Click Here](#) or link here : <https://forms.office.com/r/YzYaUbuCLT>
- **Note: Only filled forms in the link above will be considered as candidates.**
- CV, Cover letter, a copy of the university degree, Personal ID, Experience certificates send them via email to Recruitment.Yemen@vision-hope.net
- Please write the job title and location in the Subject Field of your email as **Office Assistant_ Khaukha**
Only short-listed candidates will be contacted.
- **RECRUITMENT IS URGENT:** Interested candidates are encouraged to apply as soon as possible and not to wait until the closing date.