

**Job Title:** Assistant Administrative Officer (1) Centre - RARC

**Position Description:** Provide Administrative Support to the Centre Administrative Officer.

**Reporting to:** The Assistant Administrative Officer is accountable to the Administrative Officer Centre.

**Duty Station:** RARC, travel to other Research Centres will be required.

**Duration:** Permanent

**Closing Date:** 16<sup>th</sup> December, 2022

**Duties and Responsibilities:**

**The main duties of the Administrative Officer are:**

The Assistant Administrative Officer is required to assist the Administrative Officer to perform the following administrative functions:

- ✓ Provide administrative support to the Administrative Officer at Headquarters
- ✓ Assist in coordinating the administrative activities of the constituent Research centres that form SLARI
- ✓ Assist in supervising the attendance register
- ✓ Assist in preparing and maintaining the staff leave roster and monitor staff attendance
- ✓ Assist to Cross check and verify all Annual Leave Request Forms from all the other centres
- ✓ Issue staff movement and UPA/Casual Leave forms to staff members for completion and processing.
- ✓ Assist to update and maintain the SLARI Human Resource data base
- ✓ Assist to coordinate and assist in staff recruitment and selection process.
- ✓ Assist to plan and conduct new employee orientation
- ✓ Assist to ensure full compliance with all personnel related legislations
- ✓ Supervise the clerical and other support staff at head quarters

- ✓ Maintain staff personal files and other records
- ✓ Assist to provide reports required by management from time to time on administrative and human resource matters.
- ✓ Reply to correspondence where required.
- ✓ Assist to prepare for payment, End of Service Benefits and Terminal Benefits of staff.
- ✓ Assist in organising workshops and general meetings.
- ✓ Ensure a good working environment within the office
- ✓ Any other duty assigned to him/her by the Administrative Officer.

### Academic Requirement

- ✓ Diploma in Public Administration or a relevant field required, (Degree in Public Administration will be an advantage);

### Experience

- ✓ Five (3) years of proven work experience as an Administrative Officer, Administrator or similar role;
- ✓ Experience with office management software like MS Office (MS Excel and MS Word, specifically);

### Professional Knowledge and Skills:

- ✓ Solid knowledge of office procedures;
- ✓ Strong organization skills with a problem-solving attitude;
- ✓ Attention to detail;
- ✓ Excellent communication and writing skills;
- ✓ Ability to prioritize and manage multiple tasks simultaneously;
- ✓ Fluent in English;
- ✓ Excellent organizational skills and ability to work in fast-paced environment;
- ✓ Ability to work as a team player.

### Application Procedure:

Sierra Leone Agricultural Research Institute (SLARI) will consider applications from any suitably qualified Sierra Leonean and experienced applicant. **All application letters including CVs and other relevant documents should be enveloped and addressed to the Administrative Officer, Sierra Leone Agricultural Research Institute Headquarters, Tower Hill, Freetown before the close of office on Friday, 16<sup>th</sup> December 2022.** Enclosing: – a cover letter explaining why you think you would be suitable for the post, including examples of how you have demonstrated the required competencies; – a copy of your CV; – the names and contact details of three referees (whom we can contact with your consent in case of your being selected), who have good knowledge of your work and character.

Please note that only shortlisted candidates will be contacted.

**Job Title:** Assistant Administrative Officer (1) Centre - KFTCRC

**Position Description:** Provide Administrative Support to the Centre Administrative Officer.

**Reporting to:** The Assistant Administrative Officer is accountable to the Administrative Officer Centre.

**Duty Station:** KFTCRC, travel to other Research Centres will be required.

**Duration:** Permanent

**Closing Date:** 16<sup>th</sup> December, 2022

**Duties and Responsibilities:**

**The main duties of the Administrative Officer are:**

The Assistant Administrative Officer is required to assist the Administrative Officer to perform the following administrative functions:

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- ✓ Assist to update and maintain the SLARI Human Resource data base
- ✓ Assist to coordinate and assist in staff recruitment and selection process.
- ✓ Assist to plan and conduct new employee orientation
- ✓ Assist to ensure full compliance with all personnel related legislations

- ✓ Supervise the clerical and other support staff at head quarters
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- ✓ Assist in organising workshops and general meetings.
- ✓ Ensure a good working environment within the office
- ✓ Any other duty assigned to him/her by the Administrative Officer.

### **Academic Requirement**

- ✓ Diploma in Public Administration or a relevant field required, (Degree in Public Administration will be an advantage);

### **Experience**

- ✓ Five (3) years of proven work experience as an Administrative Officer, Administrator or similar role;
- ✓ Experience with office management software like MS Office (MS Excel and MS Word, specifically);

### **Professional Knowledge and Skills:**

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**Job Title:** Assistant Administrative Officer (1) Centre - KHCRC

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**Duty Station:** KHCRC, travel to other Research Centres will be required.

**Duration:** Permanent

**Closing Date:** 16<sup>th</sup> December, 2022

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