



JOB DESCRIPTION

1. Title and Full Name: xxx

2. Job title: Administrative Officer Assistant

3. Status: Full time

4. Department: Finance and Administration

5. Organizational Relationship:

- **Supervised by:** Finance and Administrative Officer
- **Report to:** Finance and Administrative Officer
- **Supervision:** Receptionist, Cleaner, guards

6. Duties and Responsibilities:

The responsibilities of the Administration Officer are as follow:

1. To assist Finance/Administrative Officer in administering and monitoring all activities of the Administration section, ensuring that it is operating smoothly, efficiently and in a timely manner.
2. To assist Finance/Administrative Officer in supervising and providing guidance to team members regarding the commitment of works assigned.
3. To actively communicate within team and with other departments in a cooperative and good will manner through all possible communication means.
4. To assist Finance/Administrative Officer in organizing and maintaining the filing system of the Open Institute:
 1. Organizational documentations
 2. Employees' profiles, their related documents, and contracts
 3. All organizational policies: statute, policy and meeting minutes.
5. To assist Finance/Administrative Officer in organizing, to check and manage the following things:
 1. Effective use of the office's supplies and stationeries
 2. Draft letters/ of thanks, reply letter, invitation letter to other organizations and institution concern.
6. To take minute for the meetings as assigned by the Executive Director or her designated person.
7. To participate in the organization's policy development, if necessary.

8. To organize and maintain regular inventory list of property of the organization at every six months basis in cooperation with finance officer assistant.
9. To liaise with external contacts to assure smooth operation of the Administration, i.e. local authorities, partner organizations, and so on.
10. To take part in staff/volunteers recruitment and selection
11. To provide organizational orientation to staff/volunteers
12. To regularly communicate and develop reports, work plan, time schedule, arising problems, and results of related works to the immediate supervisor
13. To participate and contribute knowledge and experience to build team capacity
14. All access and information must be kept confidential and be communicated internally only with the person(s) designated by the immediate supervisor
15. Administrative access permission (user name and password) of all hosting and web systems are only granted to do the assigned tasks. Any change must have prior approval from the immediate supervisor.
16. To perform effectively and in timely manner works assigned and undertake any other support duties as may be required from time to time by the Executive Director or the person designated by the Executive Director.
