

## OFFICE ASSISTANT

### Description

Help a Child is an international NGO based in the Netherlands and has been working in Malawi since 2010. Currently, Help a Child has a country office in Malawi (Help a Child Malawi) that is responsible for the implementation of the Help a Child programs in Malawi. The mandate of Help a Child is to build the resilience of children, families, and communities to affect change in their context. Children are at the heart of the organization's Theory of Change and its vision is for all children to be healthy and strong, educated for life, morally balanced and socially equipped. Help a child Malawi wishes to recruit an OFFICE ASSISTANT.

### Responsibilities

- Ensuring cleanliness of offices, entrance and rooms are kept clean on daily basis
- Dusting of furniture and blinds as well as cleaning of windows and doors
- Emptying of rubbish bins daily
- Ensure kitchen is tidy (Microwave, Refrigerator, oven)
- Serving of refreshments as when there are visitors
- Ordering of materials and equipment as the need arise
- Ordering of groceries for office use
- Assist with photocopying of documents when requested
- Stock control and monitoring of all materials used
- Manning the reception, telephone, visitors
- Custodian of all kitchen utensils
- Asset management.

### Qualifications

- Malawi School Certificate of Education (MSCE)
- Minimum One (1) years relevant experience for office assistant role
- Fluent in English
- Team player with good communication skills
- Adherence to the core Christian values of HaC
- Ability to work under pressure and adhere to standards of the programme
- Ability to work with minimal supervision
- Basic numerical and calculation skills.

### Contacts

If you meet the requirements above, submit your Curriculum vitae together with your Cover letter and copies of certificate to:

Help a child Malawi

P.O Box 31800

Lilongwe.

Or send to: [info@hacmalawi.org](mailto:info@hacmalawi.org) and [Dunia.magwira@hacmalawi.org](mailto:Dunia.magwira@hacmalawi.org)

Or you can hand deliver to our offices at Monobec complex, Kamuzu possession road, on top of 7/11.

### Hiring organization

Help a Child Malawi

### Employment Type

Full-time

### Job Location

Lilongwe, Malawi

### Date posted

November 24, 2020

### Valid through

27.11.2020