



Out-Right Namibia (ORN)  
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## **OUT- RIGHT NAMIBIA (ORN)**

### **JOB DESCRIPTION**

#### **OFFICE ADMINISTRATOR**

**Reports to:** Coordinator: Finance & Administration

**Responsible for:** Administrative Assistants

#### **Job Purpose**

To provide general administrative and clerical support to the organization.

The ideal candidate must be self-motivated, energetic and highly organized with an understanding of the multi-layered issues facing organisations working on HIV/AIDS and Key Populations.

#### **Areas of Responsibilities:**

#### **Priorities**

- Provide management with administrative support on all projects including mailing, scanning, faxing and copying of documents
- Ensure and coordinate work flow by maintaining inventory and office supplies
- Ensure projects are kept on schedule
- Maintain procedures manual to ensure consistent performance
- Ensure that financial administrative work is completed and financial management procedures and system are strictly adhered to.
- Compile relevant correspondence, reports, drafts, memos and emails for management
- Check deadlines on incoming requests and initiate preliminary work

- Process replies on own initiative or from Management's dictation or notes
- Arrange, open, sort and distribute incoming mail/correspondence
- Handle all general organizational enquiries
- Route calls and arrange "callbacks"
- Do phone surveys/inquiries as needed
- Seek greater role in projects within administrative and other areas of competence
- As required, recruit, hire, train and supervise part-time or volunteer staff

## **OTHERS**

The post holder will additionally undertake from time to time certain other - mutually agreed tasks relating to ORN assigned by the Coordinator: Finance & Administration.

## **MINIMUM JOB REQUIREMENT**

- Grade 12
- A minimum of 2 years' relevant administrative support experience
- Computer literacy
- Strong administrative and communication skills – written and verbal
- Previous NGO experience and a valid drivers' license will be an asset.