

**JOB ANNOUNCEMENT**

# **Administration Assistant III**

**Ref: GSS/5/DFCS/2022/06**

The Africa Rice Center (AfricaRice) is looking for a highly qualified **Administration Assistant III** to be based in Ambovombe station in AfricaRice, Madagascar. He /she will work under the supervision of the Administration and Finance Officer.

## **About AfricaRice**

The Africa Rice Center (AfricaRice) is a leading pan-African rice research organization committed to improving livelihoods in Africa through strong science and effective partnerships. AfricaRice is a CGIAR Research Center. It is also an intergovernmental association of 28 African member countries, with headquarters in Côte d'Ivoire.

## **Position Responsibilities**

- Facilitate the management of multiple tasks/functions simultaneously and follow through on issues to support timely execution.
- Facilitate the preparation of technical and financial reports and documents; prepare background documents and outgoing mail as necessary to speed flow of process.
- Raise requisitions such as recruitment requests, stationery, other supplies and follow up on their delivery
- Assist in the formulation of the department budget, business planning, and related planning functions members of the Program to facilitate business matters.
- Monitors expenses and/or budgets in order to highlight areas of concern to program leader
- Organize and maintain updated Unit's official correspondence, communicate and handle incoming and outgoing electronic communications on behalf of the PI to follow up on pending matters with limited direction.
- Organize and arrange national and international travels (registrations, itineraries, hotel reservation, visas, insurance, meetings preparations and liquidations).
- Coordinate and update calendar Unit, requiring interaction with both internal and external collaborators to coordinate meetings and maintain informed Head/ DCE Leader about members activities
- Assist in the organization of events, workshops, visits and trainees within the program.
- Coordinates the assignment of office space, computers, furniture, and equipment.
- Screen and prioritize telephone calls, letters, e-mails and/or visitors in order to direct them to appropriate party promptly and efficiently
- Comply with national and international health and safety laws, regulations and standards

## **Qualifications /Selection Criteria**

**Education:** Bachelor's Degree in business administration, Finance, or related field.

## **Knowledge and Key Competencies:**

- Proficiency in MS Office, especially in Excel.
- Accounting software packages (ERP Preferable)

- At least 2 year of experience performing similar functions, preferably in an environment of international organizations or NGOs.
- Experience in management and administration of annual budgets, handing payroll and taxes
- Knowledge and experience performing accounting, treasury and banking transactions.
- Knowledge in local tax regulations and labor law.
- Knowledge in Budget management
- Analytical thinking
- Planning and organization
- Accountability
- Teamwork
- Integrity

### Language

The candidate should communicate fluently (oral and writing - mandatory) in English and have a good working knowledge in French.

### Terms and conditions

- This is a **local** recruited position.
- AfricaRice provides an attractive salary and benefits package and a collegial and gender-sensitive working environment.
- The initial appointment is for one (01) years with renewal of contract possibility based on performance and availability of funding.

### How to apply

- Only online applications will be considered *(If you encounter any technical issue on the career site during your application, or you are prevented to proceed with your application until its final completion: Please kindly revert to us along with the screenshot of the issue through this email: [africariceHR@cgiar.org](mailto:africariceHR@cgiar.org)). Applications are not allowed through this email.*
- Only shortlisted candidates will be contacted.

To Apply click on this following link: <http://eservices.africarice.org/application/index.php> and follow these below instructions:

- 1. Create an account if you are a new user, if not log on with your credentials to access active vacancies**
- 2. Select “Administrative and Finance Officer”**
- 3. Follow the step-by-step application procedure.**

**Not later than 31 May 2022**

AfricaRice promotes equal opportunities and believes that the diversity of its staff contributes to excellence. We thank all candidates, but remember that only shortlisted candidates will be contacted. For more information on AfricaRice, please visit our website at: [www.AfricaRice.org](http://www.AfricaRice.org)