

**Personal Assistant to Country Manager
2018 Job Specification**

Organisation: The Landirani Trust

Location: Njewa, Lilongwe, Malawi

Background Information

The Landirani Trust ("Landirani") is a small NGO based in Malawi and supported from the UK. Our vision is for a healthy, educated and self-sufficient community in Malawi. We work in an area North West of Lilongwe Airport that is 400sq km in size, with 14 centres, and around 3,000 beneficiaries OVCs (orphan and vulnerable children).

The main activities we deliver are:

- The on-going development of our training village (Sam's Village) which will primarily be used as an educational site for life-skills and vocational training
- Promoting educational facilities and access to them for all children in the community
- Enhancing the ability of the community to become self-sufficient
- Improving care of orphans and vulnerable people e.g. those affected by extreme poverty, exclusion, HIV/AIDS, disability, etc.
- Providing access to clean, safe water and sanitation
- Providing better access to Health Care

We now have a full time vacancy for a Personal Assistant to work with our Country Manager and the rest of our small but committed and enthusiastic team.

Title: Personal Assistant ("PA") to Country Manager

Primary objectives:

There are numerous separate projects within Landirani across all our activities from Sam's Village through education, health, self-sufficiency and water and the Country Manager is responsible for managing the team on all of these varied activities. As the Country Manager's PA it will be your responsibility to provide him with personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to the Country Manager's working life and communication. As the PA you will be expected to work closely with the Country Manager together with a number of Landirani's other team members on the following key tasks:

1. Act as the point of contact between the Country Manager and his internal direct reports together with external bodies, organisations and clients
2. Screen and direct phone calls / emails and distribute correspondence
3. Handle requests and queries appropriately
4. Manage diary and schedule meetings and appointments
5. Make travel arrangements
6. Take dictation and minutes
7. Source office supplies
8. Produce reports, presentations and briefings
9. Devise and maintain office filing systems

Your duties will also include:

- Providing administrative support to other team members as directed by the Country Manager. In particular this will include supporting the Education Manager in various administrative tasks, including paying fees, writing and chasing up reports, phoning / contacting university students, buying equipment / uniforms, etc.

Responsible to: The Landirani Country Manager.

Remuneration: The salary and allowances will be appropriate to your experience and within our funding levels.

Contract: 6 months' probation period followed by an indefinite period (subject to funding and the Trust's needs and priorities).

The person:

We are looking for a responsible PA who can support our Country Manager in all his day-to-day office activities through your excellent secretarial and administrative experience and skills. You will also combine superb organisational and time management skills together with a willingness to be flexible and adaptable.

You need to be honest, open, reliable, resilient and able to deliver in difficult circumstances. You should also enjoy working with a wide range of people from very varied backgrounds and environments, where you can add value with your depth of finance and accounting knowledge and skills.

We are looking for someone with a passion to support vulnerable people. You will have the enthusiasm and the ability to work as a valued and integral member of the Landirani team. This is not a job where the primary rewards are financial or material but instead come from the changes you can support and improvements that you can influence.

Essential Criteria

- Proven work experience as a personal assistant
- Knowledge of office management systems and procedures
- IT literate with advanced knowledge and experience of Microsoft Office suite or similar (Word, Excel, etc.)
- Fluency in written and spoken Chichewa/English
- Outstanding organisational and time management skills
- Up-to-date with latest office gadgets and applications
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communications skills
- Discretion and confidentiality
- Excellent organization skills
- Analytical and numerate
- Excellent team worker including excellent interpersonal skills and the ability to use these to encourage and influence colleagues
- Mobile and willing/able to travel to and from Lilongwe/the field.
- Professional and courteous
- Committed to helping orphans and vulnerable people
- Honest and reliable
- Current clean driving licence and experience of driving manual and automatic vehicles
- Minimum of College diploma or degree
- PA diploma or certification would be considered an advantage

How to apply:

Applications **MUST** be made on line only using the following:

- CV in English, no longer than 2 sides of A4 and in font no smaller than size 11, and:
- An accompanying covering letter which gives details of your evidence of the essential criteria. This letter should contain headings relevant to each indicator, followed by a summary of your evidence in

NO LONGER THAN 100 WORDS FOR EACH INDICATOR. It must also include details of your current remuneration package and the contact details for 2 referees indicating when these referees be contacted.

CVs and accompanying letters should be sent to **hr@landirani.org** by **6pm on Friday 27th April 2018**.

Applications that are late and/or do not comply with the application guidance and which do not meet the essential criteria will not be considered. Interviews are scheduled to take place in Lilongwe on, or around, Thursday 17th May (date subject to change if necessary and to be confirmed to successful applicants in due course).