



Stand No. 1186, Crn, Addis Ababa Drive/ Chaholi Road, Lusaka

Office Assistant

Location :	Zambia National Public Health Institute
Application Deadline :	September-2023 (Midnight Lusaka, Zambia)
Additional Category :	Zambia COVID-19 Emergency Response and Health Systems Preparedness Project (ZCERHSP)
Type of Contract :	Time Based Contract
(++Post Level :	Support Staff
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	October-2023
Duration of Initial Contract :	Until 31 December 2023, with possibility of extension
Expected Duration of Assignment :	Until 31 December 2023, with possibility of extension

The Zambia National Public Health Institute (ZNPFI) is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

ZNPFI does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Background

The Position:

The Office Assistant position is located within the Zambia COVID-19 Emergency Response and Health Systems Preparedness Project (ZCERHSP) Project Implementation Unit at the **ZNPHI Office, Lusaka**. Under the overall supervision of the Project Manager, and direct supervision of the Project Assistant, provide day to day cleaning services, logistical, clerical and administrative support to the PIU staff and project stakeholders.

The Office Assistant is part of a team, which provides integrated logistical and operational support within a systems strengthening approach fundamental to the overall ZNPHI and Ministry of Health COVID-19 and Health Systems Preparedness implementation strategy. The Office Assistant works in close collaboration with other Project staff in the course of service delivery to strengthen the capacities of the PIU to maintain cleanliness and manage office supplies, equipment, furniture, project documents and files

Duties and Responsibilities

The Office Assistant:

- Cleaning project offices and utensils ensuring that furniture and office equipment are clean placed in an orderly manner at all times and ensuring that any breakages are reported timely;
- Working with the stores officer to provide stationary and other office supplies to all PIU staff and procurement specialist to ensure availability of groceries and other supplies for daily office use;
- Under the supervision of the Project Assistant and Registry, promptly recording and filing of all Project-related correspondence/parcels on appropriate files and circulating /delivering to appropriate offices as per instruction;
- Assisting the Project Assistant in stores management and keeping duplicate stores records for Project-specific items;
- Laminating, photocopying and binding documents according to the requests from PIU staff;
- Receiving and taking messages in writing for project staff in their absence, and promptly delivering such messages;
- Assisting in setting up projectors, laptops, and other supplies during the meetings;
- Making and serving office beverages to guests and PIU staff in the office and during meetings;
- Liaising with Security Guards and the Project Assistant to maintain security both inside and outside the office premises, including screening of all visitors;
- Sitting for the Project Assistant in his/her absence acting as a receptionist;
- Performing other administrative tasks as per instructions from the Project Assistant or Manager.

Competencies

Values:

- Exemplifying honesty, trustworthiness, confidentiality and integrity
- Demonstrating commitment to ZNPHI
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results
- Being accountable
- Developing and applying expertise/ business acumen
- Thinking analytically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact
- Reliable and punctual with dedicated professionalism to job and duties.

- Able to work under minimal supervision and be proactive.
- Polite, courteous and respectful.

Functional Competencies:

- Availability to occasionally take weekend, holiday and night shifts;
- Ability to follow instructions, and adapt to changing schedules or routines;
- Ability to accurately follow routes, maps, and directions;
- Ability to remain calm in stressful driving situations (e.g. at rush hour);
- Physically able to reach, stretch, bend, lift and sit for long periods of time during daily routine;
- Time management and organizational skills to keep track of tasks, files, deliveries and stay on schedule.

Required Skills and Experience

Education:

- Completed secondary level education required.

Knowledge and Experience:

- Not less than 4 years' relevant experience in public or private sector at similar level;
- Experience in a donor-financed project/programme will be an added advantage;
- Secretarial or record management qualification is an added advantage;
- Good communication skills in oral and written English;
- Basic knowledge of administrative procedures
- Basic computer knowledge and use desirable.

Languages:

- Fluency in English is desirable