



Consultant Posting/Announcement

Position Title: Office Assistant Consultant
Status: Consultant
Location: Monrovia, Liberia

Landesa helps the world's poorest people gain land rights; reducing poverty and conflict, increasing economic activity, empowering women, strengthening food security, and improving environmental stewardship. It's a big mission and it takes a team of talented, committed people to make it happen.

We are seeking an Office Assistant Consultant to support the Liberia Land Rights for Sustainable Development Project, the goal of which is to strengthen land rights for rural Liberian communities and individuals, including women and youth, by supporting access to justice, institutional capacity, and land rights awareness. Under the supervision of the Finance and Administrative Manager, the Office Assistant will support in-country activities to ensure that the project achieves high-quality and timely deliverables and remains focused on the project goal.

Reporting: The Office Assistant Consultant will report to the Liberia Finance and Admin Manager with a dotted line to the Liberia Program Director.

Availability: The Office Assistant Consultant will be expected to work an average of 40 hours per week, during normal business hours, plus additional hours as necessary during periods of fieldwork. The position requires some national travel.

Duration: The consultancy is expected to begin October 1, 2020 and end December 31, 2020.

Office Assistant Responsibilities

- Handle incoming calls and other communications.
- Communication and follow up to ensure timely processing of payments (gathering timesheets or invoices from staff and vendors)
- Communication, follow up, scanning, and data entry of partner monitoring data
- Support for office safety (maintaining plan & related supplies) & maintaining schedule for use of conference room
- Manage filing system as needed.
- Record information and data for office as needed.
- Greet visitors as needed.

- Update paperwork, maintain documents and word processing.
- Help organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Coordinate events as necessary.
- Maintain supply inventory.
- Maintain office equipment as needed.
- Sort and distribute communications in a timely manner to partners and institutions.
- Schedule and plan meetings and appointments.
- Monitor level of supplies and handle shortages.
- Maintain trusting relationships with suppliers, customers and colleagues.
- Perform other administrative support tasks as and when the need be

Desired Requirements:

- High school diploma or associate's degree.
- Experience as an office assistant or in related field.
- Ability to write clearly and help with word processing when necessary.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Working knowledge of office equipment
- Excellent organizational and time management skills
- Proficiency in MS Office
- Proficiency in Social Media

To Apply: Qualified candidates should send a resume and cover letter to consultants@landesa.org. Please include in the subject line: **Liberia Office Assistant – 2020**.

Deadline for receiving applications is **September 21, 2020 at 4 P.M. US Pacific Time**. No application will be processed after this deadline.