

6 January 2018

JOB ANNOUNCEMENT

Position:	Administration Officer – CCECC Garowe Office
Duty Station:	Garowe, Puntland State, Somalia
Contract Duration:	One-Year
Salary:	TBA
Application Closing Date:	22 January 2018
Starting Date:	01 February 2018

EDUCATIONAL AND LANGUAGE PROFICIENCY REQUIREMENTS

- Candidate must have a minimum of Bachelor's Degree from a recognized University **and** three years of professional work experience.
- Candidate **must demonstrate** fluency and excellent writing skills in Chinese (Mandarin), English, and Somali languages.

OVERVIEW OF THE POSITION

- The **Administration Officer – CCECC Garowe Office** shall oversee office management functions for the Company's operations in Puntland State of Somalia.
- The primary purpose of this role is to lead the Company's office management functions by demonstrating exceptional administrative and technical expertise necessary to render quality services to the Company and its partners within Puntland State.
- The **Administration Officer's** work activities will be geared towards:
 - ensuring that the Company's day-to-day operations meet policies, procedures and set guidelines;
 - coordinating all office management aspects of the Company's operations in Puntland State; and
 - managing human resources, invoices, email communication, filing and record-keeping.
- The Administration Officer advises the Company, ensuring that operational and financial performance is constantly improved in accordance with the Company's business strategy.
- The Administration Officer will also make suggestions and recommendations that:
 - enhance or streamline security policies, strategies and operations.
- The Administration Officer works closely with fellow Company staff to streamline implementation of the Company's work and operational strategy within the geographical location.

KEY RESPONSIBILITIES

OFFICE MANAGEMENT

- Managing all aspects of office management on behalf of the Company to ensure smooth operations and work activities;
- Assisting in planning and preparation for meetings/conferences/trips/events and other related issues;
- Attending meetings, prepare minutes and circulate to stakeholders;
- Reviewing project practices and procedures in order to determine whether improvements can be made in areas such as workflow and reporting procedures;
- Arranging travel and logistical support for Company staff;

- Reports to Company Management for any task related to the project;
- Communicating with Company Management regularly and promptly to advise on the status of office and logistics activities and ensuring that Company Management is well-informed and that their questions/concerns are addressed appropriately; and
- Managing all feedback in a courteous, efficient and professional manner in order to ensure that conflicts do not escalate, and that trust and confidence of the Company, Puntland Government and the local community is retained long-term.

OPERATIONAL EXCELLENCE

- Providing direction and guidance for the Company's day-to-day office operations within the geographical location (Puntland State);
- Interacting with Company Management and local Company staff on a regular basis to ensure operational excellence; and
- Identifying and setting guidelines to handle problems and challenges, ensuring effective management of resources and meeting Company obligations.

PREPARATION AND SUBMISSION OF REPORTS

- Providing monthly reports to the Deputy General Manager.

COMMUNICATIONS AND CONFLICT RESOLUTION

- Implementing effective communications management;
- Providing suitable recommendations to achieve an agreeable end for conflict/challenges; and
- Resolving conflict/variable areas (e.g. changes in government regulations etc.) through negotiation skills.

RISK MANAGEMENT

- Ensuring all actions take account of the likelihood of operational risk occurring;
- Addressing any areas of concern in conjunction with Company Management and/or the appropriate department;
- Adhering to and demonstrating adherence to internal checks and controls;
- Adhering to all relevant policies and procedures, keeping appropriate records and timely implementation of internal checks and controls;
- Upholding all relevant processes/procedures and liaising with Company Management about existing and new challenges and initiatives; and
- Ensuring adequate resources are in place and training is provided, fostering a compliance culture and optimising relations with all stakeholders.

SUBMIT YOUR APPLICATION

- **E-mail:** cceccsomalia@gmail.com

APPLICATION PROCESS

- Only short-listed candidates shall be contacted for a Job Interview.