



JOB PROFILE

JOB TITLE	Administrative Assistant
INSTITUTION	ECOWAS Regional Electricity Regulatory Authority (ERERA)
GRADE	G4/G5/G6
ANNUAL SALARY	UA25,844.84 USD40,777.98/UA30,266.13 USD47,753.90/UA34,293.95 USD54,109.00
STATUS	Permanent
AGENCY	ECOWAS Regional Electricity Regulatory Authority (ERERA)
DEPARTMENT	Regulatory Council
DIRECTORATE	Finance and Administration
DIVISION	Admin, HR & Finance
LINE SUPERVISOR	Principal Officer, Administration, HR and Finance
SUPERVISING	
DUTY STATION	ACCRA, GHANA

ROLE OVERVIEW

Under the supervision of the Principal Officer, Administration, Finance & Human Resources, the incumbent will assist in ensuring efficient day-to-day administrative functions and support the activities of the Principal Officer, Administration, HR and Finance and other staff of ERERA as required.

ROLES AND RESPONSIBILITIES

- Assist with planning, organizing and overseeing the Administrative and HR functions of ERERA.
- Assist with monitoring and meeting the administrative/HR and material needs of ERERA, and assist in the preparation, storage and retrieval of requisite records.
- Assist in the provision of administrative support for the procurement process in ERERA.
- Assist in the preparation of periodic status reports of ERERA, including drafting of briefs, minutes of meetings, speeches, letters and other relevant documents as needed in ERERA to be reviewed by the HR and Administration Officer
- Assist in ensuring a properly maintained filing system for Administrative/HR documents in ERERA.
- Assist the HR and Administration Officer, prepare the agenda for meetings and supporting material for distribution.
- Assist in the update Staff lists, documentation of new Staff and ensure that their requirements and needs are met for the effective functioning in ERERA.
- Assist in the provision of ad-hoc support to ERERA as and when the need arises

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- Brevet de Technicien Supérieur (**BTS**)/ Ordinary National Diploma (**OND**) or equivalent in a similar field from a recognized University.
- 5 years of progressively responsible experience in administrative services;

ABRIDGED VERSION

- knowledge of general office and administrative support services including administrative policies, processes and procedures;
- demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, Outlook, and adapt to various software packages;
- Excellent knowledge of work unit functions, roles and relationships with other parts of the organization

AGE LIMIT

Be below 50 years old. This provision does not apply to internal candidates.