

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Administrative Officer
DIVISION/DEPARTMENT:	Africa Partnership Secretariat
LOCATION:	Dakar, Senegal

1. OVERALL PURPOSE OF JOB

To ensure effective and efficient Administrative and Human Resource Management of the Dakar office and its projects and programmes, as well provide administrative support to Partners in West Africa.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
<ul style="list-style-type: none"> • Head of Dakar Office for line management and day to day supervision. • HR and Administration Coordinator, BirdLife Africa Secretariat.
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none"> • none
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • West Africa office staff in Senegal, Cameroon, Ghana Liberia, Nigeria and Sao Tome • Finance and Administration Officers at BirdLife Secretariat in Kenya • Conservation and Partnership and Capacity Development Divisions
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • Other Secretariat staff, BirdLife Partners and Supporting Partners (especially RSPB and VBN)
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • Manage contracts for all outsourced services and ensure that they deliver value for money and are regularly reviewed.

2 (a). KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	1	Policy makers (institutional /politicians/ corporations)	1
BirdLife advisory groups, committees, reg. councils	1	Press & media	0	Funding organisations (institutions, foundations, corporations)	1

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BirdLife Global Council	0	Regulators/ legislators/ auditors	0	Individual donors/ members	1
Suppliers/service providers	2	Scientific community	2	VIPs/ royalty/ high worth individuals	0
<p>Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2. = Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 3. = Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications. Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.</p>					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<ol style="list-style-type: none"> 1. <u>Administrative Support</u> <ul style="list-style-type: none"> • Provide administrative support for West Africa office personnel • Provide personal administrative assistance to the Deputy Regional Director • Handle logistics, procurements and Service Provider contracts and ensure smooth administrative functioning of the Dakar office • Provide administrative support to BirdLife field staff, visitors, and members of the BirdLife African network as appropriate 2. <u>Human Resource & Personnel Issues</u> <ul style="list-style-type: none"> • Handle all personnel issues, i.e. recruitment, induction, staff training, medical insurance, pensions • Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records, recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking annual leave, sick leave etc • Support in the management of employee grievances • Prepare staff contracts and ensure they are up to date • Ensure policies and procedures are followed as per the BirdLife staff handbook and that all employment policies follow current laws and regulations • Ensure processing of staff salaries are completed on time 3. <u>Ensuring compliance with local labour laws and other legal issues</u> <ul style="list-style-type: none"> • Facilitate the registration of BirdLife in the country and ensure it complies with all government directives pertaining to NGOs in the country • Handle the processing of work permits for expatriate staff • Ensure all requisite taxes, benefits and payments are made to the relevant government departments on time 4. <u>Event Coordination: Conferences, workshops and regional meetings.</u> <ul style="list-style-type: none"> • Support the organisation with conferences, workshops and regional meetings • Attend and minute at various meetings as required • Co-ordinate travel arrangements and related matters for all BirdLife West Africa Secretariat personnel • Support to other Organisations affiliated to BirdLife with co-ordination of events and workshops as may be requested from time to time 5. <u>IT Support and Data Bases</u> <ul style="list-style-type: none"> • Co-ordinate IT support within the office • Maintain and update relevant databases

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4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	None
Contracts – Staff/Consultants	None
Contracts – Service providers	Travel and procurement of services not exceeding GBP 1,000 according to approved projects.
Legal Responsibility	None
Other	None

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Essential: University degree or Diploma in Human Resource Management or Business Administration or in other related field
Job Specific Education/Qualification	<ul style="list-style-type: none"> - Degree in Human Resource Management or Business Administration - Ability to work independently, prioritise tasks and to take initiative - Experience with managing the logistical aspects of workshops, training courses or meetings, including assistance with arranging for the travel, lodging, and registration of participants - Good knowledge of financial and programme management principles and practices - Excellent organisational skills - High motivation and desire to achieve, excellent attention to detail - The ability to work to high standards within tight deadlines - Ability to work as part of a team
Job Specific Knowledge	Desirable: Comprehensive understanding of local, state and federal employment laws
Experience	Essential: Extensive experience in applying administrative and Human Resource Management
Management & organisational skills	Essential: High motivation, desire to achieve; attention to detail, excellent organisational skills, and ability to work to high standards with tight deadlines
Communications skills	Essential: Exceptional interpersonal, communication and relationship-building skills
Analytical Skills	Desirable: Ability to analyse complex problems, and generate creative and pragmatic solutions.
Creativity & Initiative	Essential: Flexibility and ability to work independently
Computer Literacy	Essential: computer literacy in all standard Microsoft office applications and social media
Languages	Essential: Oral and written fluency in English and French
Travel requirements	Willingness to travel at short notice when required (but not much travel foreseen)
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Experience in corporate fundraising, individual fundraising and events organising	

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Prepared by:	Date:
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