

**Nigeria Extractive Industries Transparency Initiative (NETI)
Job Profile Office Assistant**

Title of the position: Office Assistant	Location of the job (Department & Division): Finance & Admin. Division
Number of subordinates: 0	Reports to: Logistic Officer
Mission/ Core purpose of the job (short description)	
To provide assistance in the day to day running of the office as may be required by and ensure smooth running of the business processes.	
Key performance area Core, essential responsibilities/ outputs of the position (KPA's)	
Role complexity: <ul style="list-style-type: none"> • Administrative duties • Office cleaning and equipment maintenance. 	
Task complexity: <ul style="list-style-type: none"> • Ensure that all offices are kept clean at all times in advance for work including the office store <ul style="list-style-type: none"> * Ensure that the office furniture and equipment are tidy and properly arranged with publication in a presentable manner * Ensure kitchen utensils are clean and ready for use, eg tea cups, plates etc * serve refreshments to visitors eg tea, water etc Collect NITEL, NEPA and NIPOST bills when requested <ul style="list-style-type: none"> * make photocopies as requested * clear in and out trays as may be agreed and distribute as required * make requisition for toiletries and other items such as tea items, photocopy papers etc from Procurement Officer * run errands (messages) within and outside the * arrange meeting venues (chairs, tables, flip charts etc are in place) * make minor purchases on behalf of the office 	
Supervisory Complexity: <ul style="list-style-type: none"> • None. 	
Leadership Complexity: <ul style="list-style-type: none"> • None. 	

<p>Managerial complexity:</p> <ul style="list-style-type: none"> • None
<p>Creativities (improvement/ innovation inherent):</p> <ul style="list-style-type: none"> • Effective means of supporting the administrative functions of the Secretariat • Proactive means of multi-tasking.
<p>Vulnerabilities (control span)</p> <ul style="list-style-type: none"> • Lack of punitive actions for service level defaults. • Conflicting instruction
Collaboration
<p>Responsibility towards:</p> <ul style="list-style-type: none"> • Direct report: None • Matrix report: None • Key customer: Company's staff • Key supplier: None • Relations: Other departments/ units
Discretionary space
<p>Independent thought and Judgment:</p> <ul style="list-style-type: none"> • Predetermined policies and procedures. • Definition and allocation of targets
Minimum Requirements
<p>Education:</p> <ul style="list-style-type: none"> • A minimum of 5 credits at GCE / WASC or NECO examination
<p>Experience:</p> <ul style="list-style-type: none"> • At least 1 year relevant experience.
<p>Training:</p> <ul style="list-style-type: none"> • Telephone ethics • Receiving visitors • Maintenance of basic office equipment • Usage of office equipment
Competencies
<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of the usage of photocopying machine • Knowledge of the usage of fax and other office equipment • Security awareness
<p>Skills/ physical competencies:</p> <ul style="list-style-type: none"> • Interpersonal skills • Task management

Behavioural qualities:		
<ul style="list-style-type: none"> • Integrity and transparency • Enthusiasm and zeal towards work • Good work habits with minimal turn around time • Good teaming ability 		
General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)		
<ul style="list-style-type: none"> • Normal hours • May be required to work extended work hours 		
Quality Standards		
<ul style="list-style-type: none"> • Ensure internal customer satisfaction • Ensure office tidiness • Adequate support to the administrative services of the Secretariat 		
Sign-off / Approval		
HR Manager:	Director F&A:	CEO:
Date:	Date:	Date: