



## **WE ARE HIRING!**

**Position:** Support Services Assistant

**Job Type:** Full Time with an initial 3 months' probation

**Qualification:** OND/HND or degree in business administration, accounting, social sciences or a related field

**Location:** Owerri, Imo State, Nigeria

**Job Field:** NGO/Non-Profit

### **Purpose of Position:**

The Support Services Assistant provides day-to-day logistical, administrative and basic finance support to ensure AfA's office runs smoothly and programmes are delivered efficiently. The role supports the Finance and Admin Officer with routine financial and tax processes and assists the programmes team with logistics, documentation and general office support. The Support Services Assistant reports to the Grants and Programmes Coordinator.

### **Specific Job Responsibilities:**

#### **1. Office Administration and Reception**

- Support the smooth running of the office on a day-to-day basis, ensuring a neat, safe and welcoming environment for staff and visitors.
- Act as front desk/reception, receiving and directing visitors and answering telephone calls, taking and passing on accurate messages.
- Maintain the staff attendance register and flag concerns (lateness, absenteeism) to the Finance and Admin Officer as required.
- Maintain an organised filing system (paper and electronic) for administrative and finance documents, under the guidance of the Finance and Admin Officer.

#### **2. Stationery, Supplies and Facilities**

- Ensure basic stationery and office supplies are always available, monitor stock levels and prepare re-order requests.
- Maintain contact lists of vendors and support sourcing of quotes and simple comparisons for routine office purchases.
- Support basic office facilities management (cleanliness, minor repairs, reporting faults with equipment and utilities to the appropriate person).

#### **3. Programme Logistics and Support**

- Assist programme staff with clerical and logistical tasks for meetings, trainings, workshops and field activities (e.g. printing, photocopying, assembling materials, preparing participant lists and certificates).
- Support travel and event logistics, including booking venues, refreshments, local transport and accommodation as directed.
- Coordinate with the Support and Services/Logistics function in Lagos as needed to ensure joined-up support for activities.

#### **4. Finance and Tax-Related Support**

- Support daily petty cash management (disbursements, recording, collecting receipts) and assist the Finance and Admin Officer with basic reconciliations.
- Scan, label and file donor supporting documents and other financial records as requested.
- Support routine tax-related tasks (e.g. preparing documents for PAYE or other statutory payments, filing copies, following up on receipts) under the supervision of the Finance and Admin Officer.
- Assist with preparing payment support documents (e.g. attaching invoices, receipts, attendance sheets) and ensuring they are complete before review.

#### **5. Travel and Visitor Arrangements**

- Coordinate travel arrangements for staff and participants (e.g. booking and confirming flight tickets, local transport, accommodation) as requested.
- Provide administrative and logistical support for content-gathering trips and events (e.g. preparing schedules, consent forms, checklists, basic travel arrangements) in collaboration with the Communications and Storytelling Assistant.
- Ensure travel-related documentation (itineraries, tickets, receipts) is properly filed and shared with the Finance and Admin Officer for retirements and proper record keeping.

#### **6. Records, Equipment and Assets**

- Support the maintenance of an up-to-date inventory of office equipment and supplies and report any faults promptly.
- Ensure shared equipment (printers, copiers, projectors, etc.) is kept in good order and liaise with service providers for routine servicing or repairs as directed.

#### **7. Other Duties**

- Run official errands within and out of office hours when required.
- Act as a point of contact on basic administrative queries.
- Contribute to and implement donor and fundraising strategy.
- Perform any other related duties as may be assigned by the Finance and Admin Officer or Grants and Programmes Coordinator.

#### **Required Qualifications:**

##### **Qualifications and Experience**

- At least OND/HND or degree in business administration, accounting, social sciences or a related field.
- At least 2–3 years' experience in an administrative, support or junior finance role, preferably in an NGO or office environment.
- Good experience with petty cash handling, filing and supporting routine financial processes is an advantage.

##### **Skills and Competencies**

- Good organisational and time-management skills, with the ability to handle multiple simple tasks and follow through.
- Good numeracy and attention to detail in handling cash, receipts and records.
- Ability to use Microsoft Office (Word, Excel, Outlook) and basic office equipment (printer, scanner, photocopier).
- Good understanding of and use of social media and comfortable with online engagement.
- Good interpersonal and communication skills, with a courteous and professional manner in dealing with staff and visitors.

- Reliability, honesty and discretion in handling information, in line with AfA's values and confidentiality expectations.
- Willingness to learn, take direction and support AfA's feminist values, women's rights and social justice work.

**How to apply:** Interested candidates are requested to apply by submitting in **PDF** format:

- A maximum 2-page cover letter indicating their interest, motivation for applying with verifiable address
- Attach a maximum 3-page CV
- Attach relevant documents supporting your academic and/or professional experience
- 2 work-related referees.

**Application Closing Date:**

Kindly send your application with the heading – ***Application for Support Services Assistant*** to [careers@alliancesforafrica.org](mailto:careers@alliancesforafrica.org) not later than March 24<sup>th</sup>, 2026.