

Vacancy Administrative Assistant

Background

UAPS is a non-profit making Pan-African organization whose main objective is to promote the scientific study and application of research evidence in policy formulation and program development on population and development issues in Africa. UAPS is recruiting a full-time Administrative Assistant. Working under the overall supervision of the UAPS President and Treasurer, s/he will report directly to the Finance, Grants and Operations Manager and will be based at the UAPS secretariat in Accra, Ghana.

Duties and Responsibilities

The Administrative Assistant will:

- Perform general clerical duties including bookkeeping, photocopying, and mailing
- Maintain electronic and hard copy filing system
- File and retrieve organizational documents, records, and reports
- Handle requests for information and data
- Resolve administrative problems and inquiries
- Prepare written responses to routine enquiries
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails
- File and pay obligatory statutory payments
- Schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors
- Prepare schedules and agendas for meetings
- Record, compile, transcribe and distribute minutes of meetings within a two-week period
- Open, sort and distribute incoming correspondence
- Maintain office supply inventories
- Coordinate maintenance of office equipment
- Create and update documents such as invoices, reports, memos, letters, and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, or other programs
- Oversee publication of quarterly newsletters and briefs in English and French
- Disseminate research or briefs on Population and Development and other related issues
- Manage the updating of the UAPS website
- Make travel arrangements for staff and other partners
- Support pre- and post- administrative components of upcoming African Population Conferences

Education, Experience and Skills

- At least 3 years of administrative assistant experience
- Knowledge of appropriate software including Microsoft Office tools, Customer Relationship Management systems, etc.
- Working knowledge of French (at least Level B2)
- Excellent analytical, leadership and interpersonal skills.
- Demonstrated ability to lead and work effectively in team situations.
- Proven ability to support finance and account department

Salary

The salary is both attractive and competitive in the Ghanaian market, and is negotiable according to qualifications, experience, and evidence of performance.

Mode of Application

Interested applicants should forward an application letter motivating suitability for the position as well as an updated curriculum vitae, copies of relevant qualification certificates and contact details of three referees, addressed to:

The UAPS President
Union for African Population Studies
RIPS/ ISSER Building Complex
Opp. Mathematics Department, University of Ghana
Accra, Ghana

Only electronic submissions will be accepted. Please submit your application to: uaps@uaps-uepa.org and copy to: takurugu@uaps-uepa.org with the subject heading: APPLICATION FOR ADMINISTRATIVE ASSISTANT POSITION (VAC-001-01-2023).

Please visit the UAPS website at www.uaps-uepa.org for more information. Applicants are requested to include their telephone numbers and e-mail addresses in their updated curriculum vitae.

Closing date for receiving all applications is on or before 20th January 2023. Only short-listed candidates will be contacted. Please consider your application unsuccessful if you do not hear from us 4 weeks after closing date.