



VACANCY – DRC COUNTRY OFFICE

The Eastern and Southern African Trade and Development Bank, which recently rebranded its trading name from PTA Bank to TDB, is a specialised African multilateral financial institution serving most of Eastern and Southern Africa. The Bank's objective is to provide short, medium and long-term financing to viable projects and trade finance activities in member states.

The Bank is looking for a self-motivated and result oriented individual to join its office located in Kinshasa, DRC. The role will temporarily be based in Nairobi. The Bank offers competitive tax-free salaries and benefits commensurate with the expected deliverables of the role. Interested and qualified candidates are therefore invited to apply for the following position:

ADMINISTRATIVE ASSISTANT

Job Summary:

The Administrative Assistant provides efficient administrative support services and other day-to-day operations of the Bank's Country Office in Kinshasa, DRC.

The role reports to Acting Head, TDB Country Office in Kinshasa, DRC.

Job Duties:

The Administrative Assistant is responsible, but not limited, to the following functions:

- Provide administrative support services to support the country office
- Provide travel management and petty-cash management, contract administration and event organization services;
- Provide protocol support services, i.e., processing of work and residence permit, diplomatic IDs and other related tasks;
- Support in preparing the budget for the country office;
- Support Financial Management Department in handling accounting transaction for the country office and process payments to vendors and suppliers;
- Handle procurement of consumables and payment of utilities required to run a smooth office operation;
- Prepare monthly and Adhoc reports as and when required
- Communicate with and provide regular reports and updates to various internal stakeholders;
- Develop and maintain an accurate documentation and filing system;
- Supervise support staff (e.g. driver, messenger etc.,)
- Support in the translation of documents;
- Perform any other duties that may be assigned by management.

Qualifications and competences:

- A minimum of a Bachelors' degree in Business Administration, or related qualification from a recognized institution with relevant professional qualification as added advantage.

- A minimum of 5-8 years of relevant experience in an international, corporate or public organization environment.
- Adept in office systems software / equipment with strong information technology skills with excellent IT skills in MS Office (Ms Excel and PowerPoint in particular);
- Demonstrated experience in administration, project management, and accounting;
- Excellent communication and interpersonal skills with the ability to work in a multi-cultural environment;
- Ability to work under pressure to deliver on strict deadlines with minimal supervision.
- Team player and ability to juggle with multiple, changing priorities;
- Demonstrated organizational and attention to detail skill, Excellent language proficiency in English and French.

Applications should include a detailed resume, scanned copy of passport biodata page or ID, recent passport size photo, full contact address and the names and addresses of three referees. Interested and qualified candidates should express their interest by submitting their applications directly to recruitment@tdbgroup.org by **12th April 2019**.

Candidates must have a good knowledge of the operating environment. **Please note that only shortlisted candidates will be contacted for interviews.** TDB is an equal opportunities employer. Female candidates are strongly encouraged to apply.