

**MISSIONS OF HOPE INTERNATIONAL
JOB DESCRIPTION**

Position: Logistics and Accounts Assistant
Reports to: Deputy Head Teacher - Administration
Supervises: Cooks, Cleaners, Caretakers & Head Janitor
Department: Education
Grade:

OVERALL JOB PURPOSE

The position is responsible for providing administrative and logistical support to MOHI centre for efficient and effective day-to-day operations.

DUTIES AND RESPONSIBILITIES.

- Coordinate use of MoHI equipment among the centres/areas of operation.
- Ensure that MoHI facilities including premises, equipment and furniture are well maintained and in good working condition and are presentable.
- Manage logistics for meetings and ensure facilities are adequately arranged, booking and arrangement of venues for external meetings and retreats of staff and leadership.
- Support the administrators in the logistics function.
- Coordinate transport needs and the motor vehicles (own or hired) of the organization.
- Prepare regular reports on the foregoing.
- Ensure logical distribution of equipment among the centres.
- Facilitate the acquisition/ disposal of assets such as equipment, furniture and motor vehicles.
- Set up an accurate and updated asset register for all assets of MoHI with details/locations/custodians etc.
- Authorise and oversee the proper use of facilities, equipment and furniture by people who them for activities such as meetings, seminars and workshops.
- Responsible for mail registry including dispatch, collection and distribution of incoming mail.
- Management of petty cash transactions.
- Ensuring all payments amounts & records are accurate.
- Raise requisitions for expenditures in line with the finance and administration policies and procedures.
- Supervision of the support staff in the department
- Scheduling of leave and time off for support staff.
- Recommend disciplinary action for support staff.
- With the help of the head of the department prepare annual budgets for the organization.
- Attend departmental heads meetings.
- Ensure monthly reconciliations of imprest for the unit.
- Monitors and analyses the expenditure against budgets in the organization and advice the Finance and Administration Manager.
- Perform any other duties as may be assigned from time to time by the management.

Academic and Professional Qualifications & Experience

- Bachelor's degree in Business Administration, Commerce or other relevant degree
- Post graduate Diploma in Management.
- 3 years' experience in a similar position.
- CPA Section II or equivalent (ideally related with a degree)

Competencies/Abilities/Skills Required

- Excellent communication and Interpersonal skills.
- Proficient in computer applications
- Good negotiation skills with business acumen are essential.
- Ability to effectively respond to daily changing priorities, with good problem solving skills.
- Must have excellent interpersonal skills and the ability to work in a team
- Must have a good understanding of financial concepts and pay keen attention to detail
- Mature proactive person with initiative and drive with high level of integrity.
- Ability to observe deadlines and achieve results
- Good planning and organizational skills
- Must be a committed Christian, able to stand above denominational diversities.