

## **MISSIONS OF HOPE INTERNATIONAL JOB DESCRIPTION**

**Position:** Logistics & Accounts Officer  
**Reports to:** Executive Assistant to the Co-Founders & CEOs  
**Supervises:** Driver, Caretaker, Logistics Assistant, Security Personnel (where applicable)  
**Department:** Co-Founders & CEOs' Office

### **OVERALL JOB PURPOSE**

Working under the direction of the Executive Assistant, the Logistics & Accounts Officer provides high-quality logistical, financial, administrative, and operational support to the Co-Founders & CEOs' Office to ensure the smooth, efficient, and professional functioning of the office and related engagements. The officer primarily serves the Co-Founders & CEOs and Angaza Camp Executive Directors directly and supports other leaders only when they are engaging with the Co-Founders & CEOs or when specifically assigned.

The position plays a critical role in supporting the Executive Assistant to ensure continuity, responsiveness, and excellence in supporting the Co-Founders & CEOs and Angaza Camp Executive Directors.

### **KEY DUTIES AND RESPONSIBILITIES**

#### **1. Executive Office Operations & Administration**

- Ensure excellent ambience, cleanliness, order, and readiness of the Executive Offices and boardroom.
- Provide administrative support including calendar coordination (as delegated), scheduling, printing, scanning, filing, and document preparation.
- Handle incoming calls, requests, and queries professionally and appropriately.
- Receive, host, and screen visitors and staff for the Co-Founders & CEOs and Angaza Camp Executive Directors.
- Reserve and coordinate use of the executive boardroom.
- Maintain proper filing systems and safe custody of documents and records.
- Support preparation of meeting materials, reports, and follow-ups arising from meetings.
- Safeguard all information, property, and documents within the Executive Office.
- Act as a reliable support in executing tasks and maintaining operational continuity.
- Follow through on delegated assignments with minimal supervision.
- Support coordination and execution of high-priority tasks within the Co-Founders & CEOs Office.

#### **2. Executive Logistics & Transportation Support**

- Provide direct support to the Executive Assistant in coordinating Co-Founders & CEO's schedules, logistics, and priorities.
- Coordinate and ensure efficient use of executive vehicles, and drive them when required.
- Ensure vehicles are clean, well-maintained, insured, inspected and serviced on schedule as required.
- Track and maintain accurate records including fuel usage, mileage logs, servicing, and repairs.
- Ensure fuel cards are loaded and properly managed.

- Ensure vehicles are equipped with required safety items (first aid kits, fire extinguishers, etc.).
- Coordinate transportation for Co-Founders & CEOs and authorized guests as required.
- Support logistical coordination for Co-Founders & CEOs engagements and movements.

### **3. Leadership & Engagement Logistics**

- Coordinate logistics for Co-Founders & CEOs meetings, engagements, and official functions.
- Set up refreshments and meals for executive meetings and events.
- Receive and coordinate hospitality for partners, VIP guests, and delegations hosted by the Co-Founders & CEOs.
- Support logistics for Co-Founders & CEOs travel, including transport coordination, accommodation arrangements, and movement planning (as assigned).
- Attend executive functions to support the Co-Founders & CEOs on hosting requirements.
- Run official errands for the Co-Founders & CEOs as assigned.

### **4. Financial & Accounts Support**

- Manage petty cash for the Co-Founders & CEOs Office in line with organizational policies.
- Maintain accurate records of petty cash transactions with proper supporting documentation.
- Prepare timely petty cash reconciliations, reports and submit to Finance.
- Initiate and process requisitions for goods and services after approvals.
- Ensure all expenditures comply with financial policies, approval limits, and procurement procedures.
- Support preparation and submission of payment requests and expense reports.
- Track expenditures related to the Co-Founders & CEOs Office and ensure accountability.
- Ensure proper filing and audit-ready documentation of all financial transactions.
- Ensure timely payment of utility bills for the Executive residence.

### **5. Asset, Facilities & Safety Management**

- Ensure safe custody and responsible use of all assets under the Co-Founders & CEOs Office.
- Coordinate servicing, repairs, and maintenance of vehicles and related assets.
- Monitor and report mechanical or safety issues promptly.
- Support supervision and coordination of drivers, caretakers, and security personnel where applicable.
- Ensure proper management and security of executive facilities and residence.

### **6. Confidential Administrative & Coordination Support**

- Handle sensitive information with the highest level of confidentiality and professionalism.
- Support internal coordination, follow-ups, and documentation as assigned.
- Assist in basic research, reporting, and preparation of briefing materials when required.
- Maintain discretion in all interactions with internal and external stakeholders.

### **7. Representation & Stakeholder Engagement**

- Represent the Co-Founders & CEOs Office professionally when coordinating logistics or running official assignments.
- Support visiting partners, VIP guests, and delegations assigned to the Co-Founders & CEOs.
- Uphold the organization's values, professionalism, and reputation in all engagements.

### **8. Other Duties**

- Travel with Co-Founders & CEOs or delegations when required.
- Provide additional support to the Co-Founders & CEOs Office as assigned by the Executive Assistant or Co-Founders & CEOs.

## **ACADEMIC & PROFESSIONAL QUALIFICATIONS**

- Bachelor's degree in Business Administration, Accounting, Finance, Logistics, or a related field.
- Minimum of 3 years' relevant experience in logistics, administration, accounting support, or executive office operations.
- Demonstrated experience in petty cash management, requisitions, and financial documentation.
- Valid driving license (Class ABCE) with a clean driving record is an added advantage.
- Experience working in a mission-driven organization is desirable.

## **COMPETENCIES & SKILLS**

### **Personal Attributes**

- High levels of integrity, confidentiality, proactiveness, accountability, and servant leadership.
- Demonstrated Christian faith and active church involvement.
- Strong sense of accountability and personal discipline.

### **Professional Skills**

- Strong organizational and coordination skills.
- Ability to manage both logistics and financial responsibilities effectively.
- Strong communication and interpersonal skills.
- Ability to engage professionally with senior leadership and external stakeholders.
- Strong attention to detail and accuracy.

### **Operational Skills**

- Good understanding of basic accounting principles and financial controls.
- Ability to follow procedures and maintain accurate documentation.
- Strong time management and reliability.
- Flexibility to work extended hours when required.