

Office Assistant



Summary

Nascent Solutions is recruiting Office Assistants (OA) to provide clerical support in Lilongwe and Blantyre offices. The AO will work under the supervision of the Administrative Assistant and will be responsible for the daily cleanliness of the office and overseeing office errands.

Location:	Lilongwe and Blantyre, Malawi
Type of Employment:	Salaried, full-time
Reporting:	Reports to Nascent's Administrative Assistant

Primary Duties and Responsibilities

- Receive guests in the office and provide them with orientation in a satisfactory manner
- Support project staff with office activities and secretarial duties as may be required
- Receive and dispatch internal courier
- Assist with general office services
- Ensure the cleanliness of office building and equipment
- Other tasks as may be assigned by the supervisor
- Maintain the office daily register for staff and visitors

REQUIRED SKILLS & QUALIFICATIONS

- Minimum of GCE Ordinary Level or equivalent
- Excellent organizational and time management skills
- Basic knowledge of computing
- Good communication skills
- Respectful and dynamic
- English language proficiency required

How to Apply

To apply, please submit a cover letter, CV, and salary requirements to recruitment@nascents.org. **Please include "Office Assistant- Malawi" in the email subject line.** CVs without cover letters will not be considered. Malawi nationals are highly encouraged to apply. Please note that only shortlisted candidates will be contacted. Closing date for applications is **October 18th, 2019**.

About Nascent Solutions

Nascent Solutions (Nascent) is a Virginia-based 501(c)(3) non-profit international development organization. Its mission is to enable vulnerable people, especially women and children in rural Africa, to develop skills for self-sufficiency. The organization's areas of focus are food security and nutrition, health, education and skills development, and gender equity.