

PRESS RELEASE



SAVE THE CHILDREN JOB OPPORTUNITIES

Save the Children is a leading international child rights-based organisation, which puts the reality of children's lives at the heart of everything it does. Together with children, we are helping to build a better world for present and future generations by making a reality of children's rights.

Save the Children is looking for applications attached with an updated CV from highly motivated and dynamic people to fill the positions below.

Information you need to know before you apply:

- Applicants should address their applications to the **HR/Admin Manager, Save the Children, 22G King Harman Road, Brookfield's, Freetown** or **2 Beudu Road, Kailahun Town** and send a copy of their application addressed to **the NGO Desk Officer, Ministry of Labour, New England, Freetown**.
- Applications can be hand-delivered to the addresses above or sent by email to aminata.kelly@savethechildren.org
- Applicants should attach a copy of a valid Labour Card to their applications.
- Applicants should collect the Job Description & Child Safeguarding Policy from the nearest Save the Children office from Monday to Friday between 0900hrs and 1630hrs or request by email to aminata.kelly@savethechildren.org. **These are very important documents.**
- Applicants should include on their CVs , Certificates and names and contact details of three (3) Referees, with 2 (two) from the most recent employers.
- **CLOSING DATE FOR ALL APPLICATIONS IS 10th October 2013. DUE TO THE VOLUME OF APPLICATIONS, ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED. SHORTLISTING FOR INTERVIEWS WILL BE DONE AFTER THE CLOSING DATE.**

Please note: Before applying, please read the Job Profile, ensuring you meet the Essential Criteria

Recruitment and selection procedures and checks reflect our commitment to protect children from abuse. Save the Children aims to be an equal opportunities employer.

PHYSICALLY CHALLENGED AND WOMEN ARE HIGHLY ENCOURAGED TO APPLY.

JOB OPPORTUNITIES

ADMINISTRATIVE ASSISTANT

No. of person – 1 (one)

Location – **FREETOWN**

Job Purpose:

To provide Assist in all administrative functions and ensure the smooth functioning of the Save the Children Office in Freetown and also to provide comprehensive administrative support to all departments as requested by the Administrative Officer for the Freetown Office.

KEY ACCOUNTABILITIES:

- Undertaking reception duties as necessary.
- Updating Staff Contact List.
- Ensuring the Attendance List is ready for staff to sign in.
- Preparing and amending documents including letters etc. and typing and drafting own simple documents using Microsoft Office Applications.
- Review the existing filing system and implementing an appropriate filing system.
- Maintenance of office files in the Freetown Office.
- Ensure the meeting/conference room is booked.
- Attend meetings as requested and take Minutes as required.
- Carry out routine secretarial tasks for the office.
- Assist in maintaining the stationery stock and releasing stock from the Admin store.
- Assist in the preparation of documents in relation to the operation of Save the Children's operation in Freetown.
- Assist in organizing of workshops/trainings and meetings as required.
- Assist in providing management support to the Support Staff.
- Assist in maintaining records for utility bills for the operations in the Freetown Office.
- Assist in updating the sheet for top up units allocation for the operations in the Freetown Office.
- Assist in ensuring that the office/conference room is properly maintained and managed while visitors are dealt with in an appropriate manner.
- Preparing way bills and see that mails/parcels are sent to the Field Offices as

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE PERSON:

- Must have at least 2 years working experience as an Administrative Assistant preferably with an INGO or should have attained a Higher National Diploma in Secretarial/Office duties and 1 year working experience.
 - Excellent computer skills in Microsoft Office applications.
 - Excellent Secretarial/Organizational skills including file management.
 - Excellent communication skills and must be able to maintain strict confidentiality.
 - Must be able to type a minimum speed of 40wpm accurately.
 - Must be able to demonstrate a high level of literacy in English and numeracy.
 - Experience of undertaking simple research/investigation tasks requiring the use of personal initiative.
 - Experience of organizing and coordinating events.
 - Experience in dealing with Government Official, Immigration. MODEP and SLANGO.
 - Experience in booking air tickets and visa facilitation.
 - Experience of attending meetings, producing and distributing minutes.
 - Experience of dealing with correspondence, generating replies and producing a range of written documents.
 - Experience of coordinating schedules and dealing with complex and sensitive issues when the need arises.

JOB OPPORTUNITIES**Information Technology Assistant Officer**

No. of person – 1(one)

Location –**Kailahun****Job Purpose:**

To provide comprehensive support to the operations , management & improvement of IT and Communications systems and equipments for Save the Children offices in Kailahun and Pujehun

KEY ACCOUNTABILITIES:

- Installation & configuration of necessary software and ensure consistent usage throughout the Organisation.
- Ensure that all software in use are appropriate and in keeping with Save the Children guidelines and meet the requirements of the Organisation.
- Protect the Organization's data and computers from viruses and external threats.
- Provide technical support to different teams and sub-offices to develop and implement appropriate plans for promoting use of IT, including internet/intranet based applications.
- Manage the servers and ensure that data is securely organized and relevant data is accessible to staff. Create central e-filing system.
- Implement a system for backing up data from all computers routinely and ensure that backed up data is secure at all times.
- Ensure that all HF and VHF radios have right software installed and carry out programming of radios as and when necessary.
- Undertake routine and regular maintenance of computers and accessories and ensure that all computers, printers and other accessories in all offices are in good working condition at all times.
- Ensure that adequate measures are made to protect equipment from power surges or similar threats.
- Provide orientation/training to staff on how to use and operate IT equipments and support the teams by doing trouble shootings.
- Provide support in updating records and inventories of IT equipments of the country programme.
- Comply with all relevant Save the Children Policy and procedures with respect to child protection, health & safety, equal opportunities and other relevant policies.
- To carry out the responsibilities of the role in a way that reflects Save the Children's commitment to safeguarding children in accordance with the Child Safeguarding Policy.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE PERSON:

- A Diploma in Information Technology or any similar qualification and certificate.
- Experience in setting up and installation of equipment.
- At least 2 years of hands on experience of managing IT and equipments including maintenance of software and hardware, preferably in an INGO, UN or similar organization.
- Good Knowledge on Anti-Virus /Anti-Spam, Firewall Management & Network Security Management.
- Experience in setting up Outlook and all applications software.
- Strong interpersonal and communication skills.
- Self-management skills and ability to work using own initiative.
- Strong analytical and planning skills. An understanding of the development sector such as children and work, child protection, health & education.
- A commitment to the values and principles of Save the Children, including children's rights and child protection policy.