

## VACANCY ANNOUNCEMENT – ADMINISTRATIVE ASSISTANT

The Southern African Development Community Accreditation Service (SADCAS) is a multi-economy accreditation body established in terms of Article 15 B of the Technical Barriers to Trade (TBT) Annex to the SADC Protocol on Trade to provide oversight on conformity assessment bodies operating in 14 SADC Member States namely: Angola; Botswana; Comoros; Democratic Republic of Congo (DRC); Eswatini; Lesotho; Madagascar; Malawi; Mozambique; Namibia; Seychelles; Tanzania; Zambia; and Zimbabwe. SADCAS plays a key role towards the achievement of SADC goals in trade facilitation and in the protection of health, safety and the environment. The above post is tenable in Gaborone, Botswana.

### MAIN PURPOSE OF THE JOB

**Responsible for providing administrative support to staff and assumes general office administration duties.**

### KEY RESPONSIBILITIES

- Provide support in the Finance and Administration Unit with:
- Receptionist and switchboard duties;
- General Office Administration;
- Maintain and update company databases;
- Organize a filing system for accounting records and other company documents;
- Maintain an office calendar and schedule appointments as necessary;
- Book meeting rooms as required;
- Distribute and store correspondence (e.g., letters, emails, and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Assist the other organizational units as necessary

### QUALIFICATIONS & EXPERIENCE

- Degree in Accounting/Finance/Business Management or AAT qualification.
- A minimum of 2 years' experience in accounting/finance, project and office administration.

### REQUIRED SKILLS AND COMPETENCIES

- Good administrative and communication skills.
- Pleasant telephone manner.
- Coordination and planning skills.
- Good written and verbal communication.
- Customer oriented skills (relations and customer satisfaction).
- Computer literacy – Microsoft office, Pastel or any other accounting package.

Interested and suitably qualified Botswana citizens who are up for the challenge are encouraged to email a motivational letter, CV (maximum 3 Pages) and certified copies of qualifications to [info@sadcas.org](mailto:info@sadcas.org)

**CLOSING DATE: 20 FEBRUARY 2023**

**CORRESPONDENCE WILL BE LIMITED TO SHORTLISTED CANDIDATES ONLY.**