



GLOBAL PEACE DEVELOPMENT

VACANCY ANNOUNCEMENT

Global Peace Development (GPD) is a Non-Governmental Organization (NGO) founded in April 2002 and focuses on promoting peace for development in Nigeria. The organization envisions a country where peace and development is enjoyed by all. GPD seek to build peace, gender equality, social justice and foster democracy and governance at the community, local, state and national levels. Our core Programme areas include Gender Equality, Conflict Prevention and Peacebuilding, Democracy and Governance, Environment and Community Health and Sustainable Development. Global Peace Development operates actively in 5 out of the 6 Geopolitical Zones of Nigeria disaggregated as; North Central Geopolitical Zone: Nasarawa State, North East Geopolitical Zone: Adamawa and Taraba State, North West Geopolitical Zone: Kaduna State, South East Geopolitical Zone: Ebonyi State, South South Geopolitical Zone: Edo, Cross River, Rivers, and Delta States

The organization is inviting applications from qualified candidates to fill the position of:

Admin Assistant - Ebonyi State

The Admin Assistant will be responsible for the management of office facilities, making provision for travel and accommodation arrangements for management staff and consultants of the organization and maintenance of office premises.

She will support the day to day running of the office to ensure smooth running of the office.

Required Qualification and Experience

Education: ND/NCE in Business Administration, Office Technology and Management or related field of studies

- At least 2 years work experience, 1 of which must be professional experience in administrative roles
- Proven ability to provide high level of support to management team Major Roles and Responsibilities;
- Support employee recruitment and performance appraisal processes
- Prepare and disseminate reports of the Organization's staff technical and general meetings

- Procure office supplies and ensure timely payment of office utility bills
- Contributes to team effort by accomplishing related results as needed.
- Preparing travel arrangements for office staff and managers
- Track staff attendance and movement through registers
- Develop monthly track sheets of staff lateness rate
- Facilitate all logistics arrangement for meetings
- Manage office phone lines and record correspondence
- Receive, document and track deliveries from vendors

How to Apply

Qualified candidates should submit the following materials by e-mail to

Info@globalpeacedev.org

- Cover letter not more than one page
- Curriculum Vitae
- NYSC discharge certificate

Subject line of emails must state clearly, job title of position applied for and location Admin Assistant Officer – Ebonyi State

Closing date for receipt of applications is **8th July, 2022**. Early response is encouraged

Only Shortlisted candidates who are Qualified will be contacted.