



Job Advert

Issue Date: 11th December,2023.

Hope Alive for Possibilities Initiative (HAPI) is a woman led organization of persons with disabilities that works to facilitate the inclusion of women and girls with disabilities linking UNCRPD, SDGs, Global Disability Summit, Africa 2063 and Nigeria Disability Act. Our head office is at Abuja. HAPI operates a dynamic work environment that provides employees with opportunities to grow professionally and explore their leadership potential. We are looking for a suitable and qualified individual to join our team and support our vision.

JOB LOCATION: FCT-Abuja.

JOB TITLE: Administrative Officer

Deadline for Applications: 6:00pm December 27, 2023.

Method of Application: Interested and qualified candidates should send via email, their CV and a Cover Letter explaining suitability and motivation for the job to: info@hapinigeria.org.ng

Note:

- Only Electronically submitted applications via email will be entertained and all application information should be contained in only One MS Word or PDF document. Documents in any other format will not be considered.
- Subject of Emails must clearly state the Job Title applied for.
- Applications received after the closing date will not be considered

Only shortlisted candidates will be contacted for follow up and interview.

- HAPI particularly welcomes applications from young women and persons with disabilities who meet the criteria.

MAIN DUTIES, TASKS AND RESPONSIBILITIES

- Manage professional office administration and efficient operations of the head office in line with relevant HAPI standards.
- Document and maintain updated administrative processes and procedures; initiate and lead regular reviews to ensure clarity, effectiveness and efficiency
- Ensure that HAPI is complying with country regulatory requirements such as registration and related annual reporting to relevant authorities.
- Effectively line-manage the administrative staff based on performance.



- Handle logistics including travel bookings and visitor schedules, including establishing a regular travel and visitor's Handle the practical organization of office meetings, workshops, training, etc Provide secretarial duties, including handling of official correspondence with authorities, business registrations, etc.
- Ensure office and property/facility management, including office cleanliness, organizing and overseeing maintenance and repair works HAPI premises or on HAPI assets; facilitating and following up on Accessibility and Inclusion audits.
- Ensure professional receptionist services for the office.
- Take responsibility for record keeping and filing of important administrative office documentation; manage the office archives.
- Serve as custodian for and disburse petty cash fund (imprest account), liquidate and replenish in a timely manner.
- Support the timely procurement of goods and services to address the needs of the office;
- Collaborate closely with the Finance officer to ensure cross-functional policies, procedures and practice are harmonized and streamlined where relevant.
- Model and promote HAPI's values, culture and inclusive practices and promote disability and gender equality with colleagues.

Qualification/Requirements

- Academic degree in Administration or any other relevant field.
- Certificate in human Resources will be an advantage.
- Minimum of three (3) years in a similar position within a reputable organization preferably a development organization.
- In depth knowledge and experience of management practices and processes.
- Experience in operating personnel systems.
- Very good knowledge of human nature, empathy, "hands-on" mentality, careful working methods
- Independent, agile and flexible working style
- Good knowledge of English
- An effective team player who is able to work diplomatically and with sensitivity with individuals from a variety of cultures, professions and personal backgrounds.
- High level of professionalism, maturity and integrity when dealing with sensitive information and issues.
- Ability to proactively anticipate any potential issues or risks for the office and submit appropriate recommendations to address them.
- Quality results oriented.



- Ability to work under pressure, prioritize tasks efficiently and meet critical priorities.
- Highly organized and self-directed, comfortable working in a fast-paced environment with changing priorities and under minimal supervision.