



## VOLUNTEER OPPORTUNITY

The **Strategies for Northern Development (SND)** is a local non-governmental organization working with Nomadic Pastoralist Communities in Northern Kenya and Southern Ethiopia. SND is guided by a vision to see a society where all Pastoralist Communities are resilient and live a dignified life.

Key areas of focus include; (1) Peace Building and Governance (2) Food Security, Sustainable Livelihoods and Resilience, (3) Child Protection and Education, (4) Water, Sanitation and Health and (5) Humanitarian assistance.

We are seeking application from qualified individual(s) to fill the following open position(s);

| Position   | Key Competence  | Roles and Responsibilities  |
|--|---|---|
| Administrative/office Assistant<br><br>Duty Station: Moyale Ethiopia | <b>Knowledge and Experience:</b> <ul style="list-style-type: none"> <li>Diploma/Certificate in secretarial or any other related studies</li> <li>Good knowledge and skills in MS Office applications such as Excel, Word, PowerPoint, Outlook and Access;</li> <li>Good command of English and Oromifa Language.</li> </ul> | <ul style="list-style-type: none"> <li>Cleaning offices, computers/printers and ensuring habitable office conditions.</li> <li>Collecting and disposing waste.</li> <li>Preparing and serving refreshments.</li> <li>Provide efficient secretarial and office management services.</li> <li>Receiving and attending to visitors</li> <li>Receiving and dispatching correspondences.</li> <li>Handling incoming and outgoing calls and directing them accordingly.</li> <li>Any other duty assigned by the supervisor</li> </ul> |

**How to Apply:** Letter of applications along with a copy of your resume, a contact telephone number and the names of 3 referees preferably from your previous work places, quoting their email addresses/contact numbers properly and Clearly label/quote the job title above on your envelope and hand deliver to the SND Moyale Ethiopia Office (Behind Kullu Pension) or via email: [jobs@sndafrica.org](mailto:jobs@sndafrica.org). Deadline for the submission of application is Friday 25<sup>th</sup> September 2020 5:00 PM. Only short listed candidates will be contacted. Phone calls are not acceptable.

Female Candidates are strongly encouraged to apply.

SND is an equal opportunity employer.