



Vacancy announcement N°0003/SPI/2024

Administrative Assistant (Secretary)/SPI

The West African sub-region is a victim of violent extremism, terrorism in its most serious, barbaric and despicable forms, and the words are not enough to describe the horror. Countries such as Burkina Faso, Niger, Mali, Togo, Benin, Côte d'Ivoire, Nigeria, Liberia, to name but a few, are among its victims. The multidimensional crisis that these countries, particularly those in the central Sahel (Burkina Faso, Mali, Niger) are going through, is essentially security and socio-humanitarian and is marked by attacks by armed terrorist groups.

Faced with this situation characterized by acts of unprecedented violence that trample on human dignity and call into question living together, the Catholic Church, through a college of West African episcopal conferences (Burkina Faso-Niger, Mali, Côte d'Ivoire, Ghana), launched in November 2019, the Sahel Peace Initiative (SPI), which is firmly committed to responding to the persistent security and humanitarian crisis affecting the Sahel. promoting peace, social cohesion and community resilience.

As part of the implementation of the activities of this initiative, the SPI is seeking applications for the position of **Administrative Assistant (Secretary)** in accordance with the table below:

A. Duration of the contract and place of work:

The duration of the contract is one (01) year, renewable on the basis of performance. The position is based in Ouagadougou, Burkina Faso and involves frequent business trips, particularly in the five (05) member countries of the SPI, namely Burkina Faso, Mali, Niger, Ghana and Côte d'Ivoire. The start date is 01.12.2024.

B. Responsibilities and tasks:

Under the direct supervision of the Regional Secretary General of the Sahel Peace Initiative (SPI), the incumbent is responsible for managing all administrative and organizational activities related to the secretariat, while ensuring the effective coordination of operations and the smooth functioning of strategic processes.

As the incumbent, you will be responsible for:

1. Administrative tasks

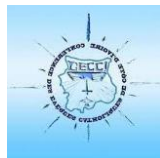
The incumbent:

- welcomes and guides visitors and supports the administrative and practical organisation of the service;
- manages incoming and outgoing mail (postal mail, faxes, e-mails) and organizes its processing according to priorities;
- drafts administrative correspondence to be submitted to superiors for signature and organizes efficiently and manages physical and digital archives ;
- participates in the development of specifications for the designation of service providers (diagnosis, project management, intellectual services) in compliance with the related procedure manual;
- takes care of the necessary correspondence and manages the agenda of the Regional Secretary General and other superiors;
- assists the Secretary General in carrying out his missions and ensures the entry, editing, formatting of correspondence whenever necessary;
- ensures the physical and digital reproduction, digitization and archiving of documents as needed.

2. Event administration and management

The incumbent has the following responsibilities:

- participates in the analysis of various files and procedures relating to the Regional Coordination;
- writes internal activity reports and support the preparation of visit programmes and manages travel planning;
- organizes transportation for stakeholders and visitors and manages hotel reservations;
- prepares and monitors mission files and contributes to the organization of workshops, seminars and meetings;
- ensures the smooth running of the display and circulation of information;



- compiles and handles the useful addresses book needed by the SPI and keeps it permanently updated;
- implements and manages the file storage and filing system for the SPI;
- tracks the logbooks of the vehicles, motorcycles and generators of the SPI as applicable;
- calculates the fuel consumption of vehicles, motorcycles and generators if applicable;
- schedules and coordinates appointments and provides communication support for event planning activities;
- performs other related activities and tasks related to his/her profile as directed by his/her supervisor(s).

C. Required qualifications skills and experience

- hold at least a BAC G2, DUT or BTS in Secretarial Studies, administrative management or any other diploma deemed equivalent;
- have at least two years of experience in a similar position, preferably in an NGO;
- have a good knowledge of the use of information and communication technologies (corresponding software as well as telephone, fax, e-mail, Internet) as well as computer applications (such as MS Office Word, Excel, Powerpoint, etc.) including the Internet and Outlook;
- professional experience in secretarial, office management work as well as proven knowledge of Church structures would be considered assets.

Other associated skills:

- have the ability to listen to partners, stakeholders and actors of the SPI and respect the principles of deontology and ethics of the Church and the Episcopal Conference of Burkina Faso-Niger;
- have a good command of French and English, and good writing skills, and have a sense of rigor and initiative;
- be courteous, dynamic, honest, discreet and able to work under pressure and be proactive and have a team spirit.
- be available and have the ability to listen to partners, stakeholders and SPI actors at the regional level;
- have relationship management skills and the ability to work effectively with SPI partners and stakeholders;
- Be able to work with the SPI teams in Mali, Burkina Faso, Niger, Ghana, Côte d'Ivoire, public and private structures that are partners of the Church as well as the staff of NGOs and national and international organizations.
- know how to adapt to the realities of the position and the field and be able to travel;
- experience working with the Catholic Church would be an asset.

D. How to apply ?

Applicants fulfilling the above-mentioned criteria and interested in this job are invited to submit their application (physically or electronically) by **4. p.m. on 05. 11.2024** at the latest. Applications should include only **a cover letter** highlighting your professional background, a **concise curriculum vitae**, a copy of the diplomas, certificates and attestations, **a copy of the national identity card or passport and references of three contact persons.**

Receipt of physical files: physical applications are admissible from Monday to Friday from 8 a.m. to 4 p.m. at the Office of the General Secretary of CJP-Burkina located in Dagnoen in the Cardinal Paul Zoungrana Center, rue 2977 for the attention of the Secretary General of CJP-Burkina

Receipt of electronic files: electronic applications must contain « the title of the job as subject » and sent by e-mail to the following address: recrutement@cjpburkina.org

Nota Bene: the SPI reserves the right not to be able to respond to this vacancy notice. However, only the selected applicants will be contacted for the rest of the recruitment process. **The SPI promotes equal opportunities and fairness in treatment, without distinction of any kind. Female applications are strongly encouraged.**

