


JOB POSTING Administrative Assistant	Newmont Ahafo Development Foundation (NADeF)		
Position: Administrative Assistant	Job Status: Full Time Permanent		
Number of Vacancies: 1	Location: Ahafo North, Yamfo		
Reports to: Finance and Administration Officer	Date of Description: January 2025		
Purpose: Perform administrative functions such as communication, coordination, planning and office organization and support the F&A Officer in steering the administrative affairs of the Ahafo North Office.			
Essential Duties and Responsibilities: <ul style="list-style-type: none"> • Receive visitors to the Secretariat, provide the necessary assistance and information where needed and/or direct them to the appropriate staff • Responsible for the maintenance of filing systems and ensuring proper retention and protection of office documents • Manage the Secretariat's office supplies and facilities through regular stock taking of stationery /inventory and conduct restocking, as required • Assist in the preparation of materials for Board of Trustees meetings and other functions • Organize and schedule appointments, book travel arrangements and prepare travel itineraries for staff and related stakeholders • Coordinate logistics for meetings, training sessions and other related activities • Assist in the preparation of regular scheduled reports • Provide clerical assistance by circulating information/messages via electronic and physical means • Work together with the F&A Officer to administer, process and pay petty cash advance requests, vendor invoices and expense claims • Perform other duties and responsibilities as assigned from time to time 			
Required Skills/Experience: <ul style="list-style-type: none"> • Must be able to handle multiple tasks and have good organizational skills • Must possess effective task follow-up skills • Must be analytical and have good decision-making abilities • Strong communication skills including written and oral presentation skills • Effective time management and problem-solving skills 			

- Must have excellent records keeping filling skills
- Self-motivated and able to work unsupervised
- Must be fluent in Twi and English and have a good understanding of local culture
- Must be computer proficient (MS Office – Word, Excel, PowerPoint, MS Project and Outlook)
- Must possess strong interpersonal skills, be a team player and be able to work with no or minimal supervision

Education, Training & Experience:

- A degree in Business Administration, Social Science, HND (Secretariaship) or related field of study.
- Minimum of 2 – 5 years' post qualification experience in a similar or related position.
- Experience in working with the mining industry, multinational company or an NGO on community development is an added advantage.

If you are interested in this position, kindly send your application letter, curriculum vitae and other supporting documents to the address below or to **info@nadef.org** no later than **Friday, 07 February 2025**. You can also submit applications directly to the NADeF Secretariat, Ntotroso.

Applicants from the Newmont Ahafo Mine Catchment communities should attach validation forms signed by the designated signatories in their respective communities.

Please note that only short-listed applicants will be contacted.

**The Executive Secretary
Newmont Ahafo Development Foundation
P. O. Box 30
Ntotroso
Ahafo Region**