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FINANCE ADMINISTRATIVE ASSISTANT ZAMBIA

DEADLINE:

26 November 2024

INTRODUCTION

SRHR Africa Trust (SAT) supports adolescents and young people in Southern Africa to walk healthy, happy, confident, and safe pathways to adulthood. We're a 33-year-old UN ECOSOC-accredited NGO, and network of activists, NGOs, and supporters focused on young people, SRHR, and the drivers of adolescent health and wellness.

All our programming is with and through young people, and our Youth Hubs and partner organizations connect young people to one another, health services, governments, the African Union Commission, and global agencies.

SAT has offices and programming in South Africa, Botswana, Malawi, Zambia, and Zimbabwe, and a network of partners and programming in Namibia, Mozambique, Kenya, Ethiopia, Mali, Niger, and Burkina Faso. The office in South Africa also houses the regional function, which collaborates with partners globally at the African Union Commission and the SADC level in Southern Africa.

JOB PURPOSE

The main aim of the role is to perform financial recordkeeping duties, which include processing invoices, checks, receipts, and other documents.

MAIN TASK AND DUTIES

- a. Finance administration
- b. Payment data entry
- c. Coordinate payments by preparing, verifying, and processing invoices and coding payment documents.
- d. Filing
- e. Driving
- f. General Office Administration
- g. Support to program staff related to organizing workshops, conferences, and board meetings



www.srhrafricatrust.org



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Board Members

• Anusha Teeruth (Naidoo) • Catherine Grant • Dumiso Gatsha • Felicitia Helga Hikuam
• Gugulethu Ndebele • Jonathan Gunthorp • Dr. Marie-Claire Wangari • Perrykent Nkole

REQUIREMENTS

- a. Post-Secondary School Certificate/ Diploma.
- b. A minimum of 2 years of experience working as a financial clerk or administrative Assistant
- c. Knowledge of basic bookkeeping, financial transactions, and computer literacy
- d. Valid driver's license
- e. Numeracy and attention to detail
- f. Ability to maintain confidentiality
- g. Reside in the country of the city you are applying for

HOW TO APPLY

If you are interested in this position, please send a motivating letter, your CV, and three contactable references to **Christina Magoro** at recruitment@satregional.org, quoting the position and country as a subject.

The closing date for receipt of applications is **Midnight Sunday, 26 November 2024**.

For more information on SAT, go to www.satregional.org

