



Job Opportunity

Position: Receptionist /Office Assistant
Location: Monrovia

Background

The Government of Liberia has received funding from the World Bank towards the cost of Liberia Renewable Energy Access Project (LIRENAP) and intends to apply part of the proceeds for the employment of a Receptionist/Office Assistant.

The Liberia Renewable Energy Access Project (LIRENAP) supports the implementation of a mini-grid powered mainly by a 2.5-MW hydro power with diesel back-up to supply electricity to major population centers (Voinjama, Foya, Kolahun, , Massambolahun, Bolahun) and surrounding small towns in Lofa County, strengthen institutions and regulations for decentralized electricity services. The Project also supports the scale-up of the Government's initiative to foster the creation of a market for modern solar lanterns and home systems that would provide sustainable lighting solutions to improve living conditions of the population living in areas that are unlikely to receive electricity from the main grid or decentralized/mini-grids.

Job Objective

To provide support to Administration and Programs activities across the Rural and Renewable Energy Agency

Main Duties and Responsibilities

1. Answer desk phone at the front desk and Greet visitors, clients and partners
2. Assist with receiving goods from vendors
3. Assist Administration to organize and coordinate staff and partner training
4. Assist with receiving, delivering and dispatching all couriers
5. Assist with the management and maintenance of the office filing and archive system in a timely and efficient manner
6. Assist with the management of the store room and periodic physical inventory count
7. Assist in the preparation of project reports as requested, including; but not limited to setting up filing systems as requested and compiling reports
8. Perform other tasks as may be dedicated from time to time.

Qualifications and Experiences Required

Secondary or High School Education; minimum 2 years of office support services; ability to remain focused and work with people of diverse backgrounds; willingness to learn new skills;

Fluency in both written and oral English; and must possess computer skills in Microsoft Word, Excel, and PowerPoint



How to apply:

If you are interested in applying for the above vacancy, please submit a letter of application along with a copy of your CV, a contact telephone number and the names of 2 referees who you have previously worked for to our Office. Only short listed applicants will be contacted.

Address all Applications to:

**The Administration
Rural & Renewable Energy Agency
LEC Substation, Newport Street
Monrovia, Liberia**

Deadline: Friday, September 13, 2019

RREA is an equal opportunities employer; women are strongly encouraged to apply