



SAFIRE – VACANCY

SAFIRE recruitment and selection procedures reflect our commitment to the safety and protection of children (or prevention of child abuse) in our care programmes

SAFIRE, an NGO providing support to children in street situation in Mauritius is strengthening its team and invites applications for the position of:

ADMINISTRATIVE ASSISTANT

PROFILE

- HSC with accounting or alternative qualifications
- Work experience in similar position
- Good skills in writing and speaking English and French
- IT literate and possessing good command of Word ,and Excel
- Holder of valid driving licence will be a definite advantage

MAIN RESPONSIBILITIES

- Responsible for all administrative tasks
- Record all financial transactions in QUICK BOOK
- Prepare periodical financial reports under the supervision of the Accountant.
- Check all invoices for correctness, prepare all payments and assist the manager in the preparation of the budget
- Operate & ensure adequate handling & maintenance of SAFIRE equipment
- Responsible for Internal control of stock
- Ensure procurement of services & materials
- Prepare pay rolls and pay slips at the end of the month.
- Any other job or related task as determined by the Manager.
- Manage and update the organisation's website

Conditions

- Employment will be on fixed term contract.
- Salary negotiable and commensurate with qualifications and experience.
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Please send your application together with CV, motivation letter and recent passport size photo to SAFIRE, 1st floor, Joensu's Building, Royal Road, Moka, tel: 433 43 71

Closing date: **31 JANUARY 2014**

or on farm@safire-ngo.org / coordinator@safire-ngo.org