

# THE GAMBIA STANDARDS BUREAU (TGSB)

130 Kairaba Avenue, Tel: 4494512/13/14

## JOB PROFILE

**Position:** ADMINISTRATION ASSISTANT

**Number required: 1**

**Reporting Line: Human Resources Officer**

### **Main Responsibilities:**

- Supervision of Drivers, Cleaners, Security and Watchmen;
- In liaison with the Finance and Admin. Manager, enforce the vehicle Log Sheets;
- Scheduling of vehicles for Official duties for efficiency and resource-optimization;
- Supervise contractors and maintenance workers;
- Contribute to the achievement of the Health, Safety, Security and Environmental objectives;
- Assist and contribute towards the security and integrity of the Bureau's assets;
- Contribute towards investigation and reporting of accidents and incidents and their mitigation;
- Participate actively in the marketing and outreach activities of the Bureau;
- Conduct inventory control;
- Undertake bookings and reservations (ticketing and hotel) on behalf of Staff and Official guests;
- Organize Workshops/Seminars/Trainings and facilitate their smooth running and attendance;
- Facilitate provision of refreshments during meetings at the Bureau and guest entertainment;
- Carry out any other related assignments from immediate Supervisor and DG.

### **Education, Work Experience and Competencies:**

- Diploma in Administration/Management/Technical Field;
- At least two (2) years experience in a similar Institution/Company;
- Ability for planning and scheduling of tasks as well as multi-tasking skills;
- Good communication skills and ability to prepare and present information clearly and concisely;
- High moral values and ethics;
- Good computer skills.

### **Submission of Applications:**

Application dossiers (Application letter, CV, copies of relevant certificates) should be in sealed envelope clearly marked with the position applied for and delivered to the following address (in the case of hard copies). Electronic applications should be sent to [sdrammeh@tgsb.gm](mailto:sdrammeh@tgsb.gm) / [mnjie@tgsb.gm](mailto:mnjie@tgsb.gm).

Director General  
The Gambia Standards Bureau  
130 Kairaba Avenue

**Deadline** for receipt of applications: **TUESDAY, 4 DECEMBER 2018 AT 1600 HRS.**

**Women are highly encouraged to apply.**

*NB: We thank all who submit applications. However, we are unable to acknowledge or advise the outcome of our evaluations to all applicants and therefore only shortlisted ones will be contacted.*