



JOB DESCRIPTION

Title: Driver/ Office Assistant

THE ORGANISATION:

FAWE Namibia is a non-governmental organization, in partnership with the Ministry of Education to help address challenges Girls face in Education. FAWE Namibia's (FAWENA) national chapter opened its office in 1999. FAWE is currently operating in more than 34 African Countries. FAWENA's goal is to increase access, improve retention and enhance the quality of girls' and women's education in Namibia.

Key duties and Responsibilities:

1. Deliver payments to service suppliers
2. Purchase office supplies when necessary
3. Collect and deliver the mail
4. Deliver urgent letters/ invitations to events
5. Provide transport for workshops and meetings
6. Be responsible for the maintenance of the FAWENA vehicle
7. Answer telephone and transmit messages
8. Make photocopies
9. Send faxes
10. Be responsible for keeping the office clean and tidy

General:

It is hereby acknowledged that this job description is a broad indication of the work the jobholder is required to do. The jobholder may be required to undertake other duties that can be reasonably expected from him/ her, particularly when others are absent from work. No job title or job description can be regarded as a precise specification of duties, but should be seen as a guide to main responsibilities.