

DAPP

Development Aid from People to People



DAPP Namibia - Development Aid from People to People - is registered as an Association Not for Gain 21/90/045 and as a Welfare Organization WO 85.

DAPP Namibia implements community development projects including HIV/AIDS activities in all regions of Namibia. DAPP Namibia is implements the TCE program to advance Community Based HIV Testing Services through Index Contact Testing, Linkage to and Retention in Care, and Elimination of Mother to Child Transmission activities to achieve Epidemic Control in Namibia.

DAPP Namibia hereby invites qualified, dynamic and suitable candidates to apply for:

OFFICE ADMINISTRATOR AND DATA CLERK x 1

Duty station: TCE Omaheke in Gobabis

Key responsibility areas for administration will include:

- Coordinate office activities and operations to secure efficiency and compliance with company policies
- Provide word-processing and secretarial support.
- Manage agendas/travel arrangements/appointments etc. for other staff
- Manage phone calls and correspondence (e-mail, letters, packages, etc.)
- Support budgeting and bookkeeping procedures
- Responsible for the division's petty cash and monthly reconciliation.
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary.

Key responsibility areas for data clerk will include:

- Data entry in HIV testing database on a daily basis
- Data entry in DHIS2 database on a monthly basis
- Ensure accuracy of data in the region
- Compiling of weekly, monthly, quarterly, semi-annual and annual HTS and interruption in treatment reports
- Generating of weekly and monthly reports for data review meetings
- Present monthly and quarterly reports to the supervisor
- Maintain and update database information
- Validation of data for all reporting databases
- Robust filling process to avoid duplication of data
- Ensure safeguard of all electronic data – data bases
- Reviewing data for deficiencies or errors, correcting any incompatibilities

Minimum requirements:

- Diploma / National Vocational Certificate Level 3 in Office Administration / Accounting, Certificate in Applied Statistics or another related field.
- Grade 11 & 12 certificates (new & old curriculums) with a minimum of 20 points in 6 subjects
- Proven experience as an Office administrator, office assistant, or equivalent
- Familiarity with office management procedures and basic accounting principles
- Rapid testing certificate will be an advantage
- Knowledge of HTS database
- Experience in handling large volumes of data
- Must be trustworthy and able to keep confidentiality
- At least 2 years of experience and working with NGOs will be an added advantage
- Knowledge of MS Office (Excel & Word) and office management software.
- Excellent leadership, communication, organisational and administrative skills.
- A proven record of working with petty cash and monthly reconciliation is a must

Interested persons meeting the above requirements should send a written application letter with a detailed CV, certified copies of relevant certificates, certified copy of ID, and recommendation letters to: payroll@dapptce.com.na

Only short-listed persons will be contacted. Telephone inquiries should be directed to the HR Office at **065 – 230 993**. Documents will not be returned. **CLOSING DATE: 17 November 2023 at 17:00.**