

Eswatini Water & Agricultural Development Enterprise

Terms of Reference – Administrative Assistant

Job Title:	Administrative Assistant
Location	KaKholwane office
Reporting to:	Project Manager
Project Background	The Smallholder Agricultural Productivity Enhancement and Marketing Project (SAPEMP) is an eight (8)-year project funded by the Government of the Kingdom of Eswatini (GOE), the International Fund for Agricultural Development (IFAD) and the Green Climate Fund (GCF) with the Ministry of Agriculture (MoA) being the lead agency for execution. The lead implementing agency is Eswatini Water and Agriculture Development Enterprise (EWADE), which has set up and housed the project management unit. The project goal is to contribute to the sustainable reduction of poverty in rural Eswatini. The Project is national in scope covering all four (4) regions: Hhohho, Lubombo, Manzini, and Shiselweni.
Objective:	The Administrative Assistant's main responsibilities include providing end-to-end administrative, logistical and operational support to the project, ensuring efficient project delivery. The role acts as the central coordination point for administrative processes, resource mobilization, compliance within a dynamic project environment and contribute to the overall objectives of the project.
Main tasks and Responsibilities	1. Office Administration - Provide high-level administrative and secretarial support to the Project Manager. - Manage the Project Manager's diary, appointments, travel arrangements, and commitments. - Receive, screen, and direct visitors and communications professionally. - Draft, type, and dispatch correspondence, memorandums, reports, and presentations. - Manage incoming and outgoing mail and ensure timely follow-up of action items. - Timely uploading of internal purchase requisitions to workflow system for all project components. - Maintain an updated asset register for project equipment and materials. - Monitor usage and ensure proper accountability of assets. 2. Meetings and Coordination - Coordinate bookings for Kholwane Office Boardrooms - Prepare meeting agendas and supporting documentation for Project Management Unit (PMU). - Record accurate minutes, circulate them timeously, and track action points.

	• Coordinate follow-ups with internal teams, consultants, and external stakeholders. 3. Records and Information Management • Establish, maintain, and continuously update filing systems (electronic and physical). • Ensure safe custody, proper indexing, and easy retrieval of project documents. • Maintain up-to-date records of correspondence, contracts, reports, attendance registers, and approvals. • Scan, file, and archive documents in line with organizational standards. • Assist with management of office supplies inventory 4. Planning and reporting compliance support • Track and file weekly PMU work plans and progress updates. • Assist with the preparation, compilation, and filing of monthly, quarterly, and annual project reports. • Support compliance with donors, financiers, and organizational reporting requirements. 5. Finance and procurement compliance support • Support with completeness of payment vouchers for processing. • Support with completeness of payment vouchers for uploading in IFAD OPEN systems • Support and maintain petty cash register • Support with timely payment of transport reimbursements • Support the documentation of in-kind and private sector contributions. • Assist Project Accountant in preparation of Internal and External Audit Files 5. Communication and Liaison • Serve as a primary communication link between the Project Manager, PMU, and stakeholders. • Ensure timely dissemination of information to relevant stakeholders. • Maintain professional correspondence through email and other official communication channels. • Coordinate information flow between projects, departments, and partners. • Attend all visitors in a professional manner 6. Facility and Office Management • Oversee cleanliness, maintenance, and functionality of project offices. • Supervise support staff (cleaners, groundsman, drivers). • Ensure a conducive working environment aligned with organizational standards. 7. Logistics and Operations Management • Assist with the coordination of project events, field visits, and reviews. • Support field operations through timely mobilization of resources. • Coordinate travel and transport logistics for project staff and stakeholders. • Oversee fleet utilization, including vehicle bookings, maintenance tracking, and fuel usage. • Ensure availability of office supplies, equipment, and project materials. • Attend to any other duties as assigned by the Project Manager.
--	---

Qualifications, Skills, Experience	Qualification and experience • Diploma in Office Management, Public Administration, Business Administration, or a related field. • Minimum of 5 years relevant experience as a Finance Assistant or Administration officer. • Experience working in project or programme-based environments is an added advantage. • Minimum of 3 years driving experience with valid driver's license. Skills and Competencies • High degree of computer literacy in Microsoft Office • Strong report writing, minute-taking, and document management skills. • Excellent organizational, finance background, and time-management skills. • High level of discretion and confidentiality. • Attention to detail and accuracy. • Proactive, flexible, and solution-oriented approach. • Strong interpersonal and communication skills. • Fluency in English and siSwati (written and spoken).
Mode and duration of contract	• Recruited, 1 year with a probation period of three months. The annual contract will be extendable up to the project period based on satisfactory performance in the preceding contract assessed by the project management.