Serengeti Energy has an ambitious mandate to create positive impact from its activities in markets across Sub-Saharan Africa. The company invests in and co-develops small and medium-sized renewable energy projects of up to 50 MW in Sub-Saharan Africa at various stages of the project life cycle (development, construction, and operations). Serengeti Energy is committed to long-term investments, deploying patient capital in the form of equity and quasi-equity financing.

Founded in 2013, Serengeti Energy (formerly responsAbility Renewable Energy Holding) received initial backing from Swiss impact asset manager responsAbility Investments AG, alongside investments from partners KfW, Norfund and NDF. In 2021 Serengeti Energy acquired and thereafter merged with the REH Group, based in Cape Town. On 1 October 2021, Serengeti Energy became independent of responsAbility Investments AG and is now well positioned to continue its growth path as Serengeti Energy.

Serengeti Energy is building a strong reputation for quality clean energy project development, construction, creative deal making, renewable industry thought leadership, efficient operations, and trusted partnerships with customers, communities, and industry counterparties.
More information on Serengeti Energy can be found at https://www.serengetienergy.com

Office Administrator

The overall purpose of this job is to perform a range of financial, clerical, and administrative tasks to support daily operations in an office setting. Duties will include management of petty cash office correspondence e.g., sorting and distributing mail throughout the office, proper office housekeeping under close supervision of the Development Manager- West Africa.

Reports to: Development Manager- West Africa **Workstation**: Dakar - Senegal

Department: Development **Direct Reports**: None

Your Tasks:

Administration & Document Management

- Support in travel planning, logistics and manage the calendar of the West Africa Development team.
- Oversee clerical tasks, such as sorting and sending mail, coordinate messenger and courier service, monitor incoming emails and answer or forward as required.
- Update and maintain databases such as mailing lists, contact lists and project information,
- Fax, scan, and copy documents; maintain office records keeping and storing per company protocol
- Monitor and maintain office supplies; ensure office equipment is properly maintained and serviced
- Answer calls, coordinate office activities, prepare reports and memos and perform work related errands as requested such as going to the post office and bank
- Implement and maintain procedures/office administrative systems that build operational efficiency

Financial Management

- Manage office petty cash including office procurement and liaise with suppliers to ensure timely delivery of items to the office.
- Co-ordinate and maintain staff administrative and financial records such as travel expenses, staff phones and company credit cards.
- Liaise with local financial accountant firm and SE Finance department to ascertain that all financial record, expenses are duly recorded and maintained.
- Collect invoices from suppliers and liaise with Central Finance Team to ensure that vendors are paid promptly.
- Prepare and filing of tax returns and all relevant statutory returns before the filing deadlines.
- Prepare monthly management reports and submit to the Central Finance Team by the 15th of every month.
- Prepare monthly bank reconciliations and submit to the Central Finance team by 15th of every month.
- Verify vouchers, invoices, and delivery notes for accuracy and completeness.
- Preparing payment vouchers and posting payments and receipt in the accounting system.
- Manage the fixed assets register and ensure it is up to date with additions and disposals.
- Support internal and external auditors by ensuring that information and relevant explanations are provided promptly.
- Collaborate with the Central Finance Team to develop approaches for creating more-accurate financial records and models for the company.

About You:

Relationship Management/Communication/Marketing support

- Liaise with the Manger Administration, Communication and Events in implementing the communication strategy on social media and as required by the company and projects in West Africa region.
- Support the teams in translating French documents to English.
- Help support social media presence and publication of team activities
- Support ad hoc project events in the West Africa region.

Meetings & Calendar Management

- Manage schedules, organize travel arrangements for staff; co-ordinate and organize appointments and meetings in a timely manner.
- Maintain and update multiple calendars with internal and external commitments.
- Take notes, draft meeting minutes, distribute meeting minutes to staffs, conduct research, filing and retrieve documents.
- Such other duties and responsibilities as may be assigned from time to time.

Working Relationships

- Internal Relationships: All staff
- External Relationships: partners, consultants, government officials and stakeholders

Knowledge, experience, and qualifications

- Bilingual: Profiency in English and French required.
- At least a degree in Business Administration or other relevant qualification (including secretarial) from a recognised institution.
- At least three years' experience in a corporate organisation.
- Ability to effectively manage and prioritise competing business needs.
- Ability to work with others and manage multiple time-sensitive matters in a demanding, fast-paced and fluid environment.
- Ability to work in diversified and dynamic team environment.

Technical Skills

- Research and presentation skills.
- Basic bookkeeping skills
- Fluency in social media communications
- Good writing and communication skills in both French and English.
- **Behavioural Skills**
- Excellent verbal, written and interpersonal communication skills.
- Self-motivated with a high level of initiative and accountability.
- Ability to engage at all levels within and outside of the organization.
- Ability to think critically with a problem-solving mentality.t;
- Good time management skills.
- Confidentiality and attention to detail.
- Team working skills.
- Integrity.
- Ability to multi-task and work in a deadline driven environment; and
- Detail-oriented and professional**.**
- **Working Conditions**

The job is office based with no disagreeable conditions.

Application Details:

Interested candidates are requested to forward their updated CVs to hr@serengetienergy.com stating the subject heading "Office Administrator – West Africa" on or before 5:00 P.M, Tuesday 31st August 2022.