



The Incomati and Maputo Watercourse Commission, P.O.Box 7005; 4th Floor
Dlanubeka Building, Corner Mdada and Lalufadlana Street, Mbabane, Eswatini

VACANCY

Title:	Office Assistant
Institution:	Incomati and Maputo Watercourse Commission (INMACOM)
Duty Station:	Mbabane, The Kingdom of Eswatini
Start Date:	The successful candidate will be expected to start work as soon as possible but not later than 1 st June 2022.
Duration:	A contractual engagement with a possibility for renewal and/or converted to a permanent position.
Remuneration:	A competitive package for similar positions and in line with the position and qualifications of the potential candidate

The Kingdom of Eswatini, the Republic of Mozambique and the Republic of South Africa have a long history of cooperation in the development, utilisation and management of water resources of the rivers of common interest. In November 2021 the Member States established the Incomati and Maputo Watercourse Commission (INMACOM) to oversee the joint management, development and utilisation of the water resources of the Incomati and Maputo Basins which is shared by the three countries. This function is performed through a permanent Secretariat located in Mbabane, Kingdom of Eswatini.

The Commission invites applicants who are citizens of Eswatini for the Position of **Office Assistant**. The successful candidate will be responsible for keeping the office of the INMACOM Secretariat organized and welcoming to clients.

1. Qualifications

The candidate must be in possession of a Diploma in Secretarial studies with a least five (5) years working experience.

2. Core Competencies

- Flexibility and the ability to prioritize new tasks as they come
- Good Interpersonal communication and interactive qualities
- Good Time Management skills
- Good Customer service
- Should be able to use commonly used computer software like Microsoft office
- Must be able to send emails, manage calendars and order supplies
- Must possess excellent written and verbal communication skills

3. Job Description

The position reports to the Executive Secretary (ES) and is responsible for the following activities/duties:

- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications for the Executive Secretary
- Overseeing clerical tasks, such as sorting and sending mail
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files in the office of the ES
- Welcoming visitors to the office of the INMACOM
- Answering phone calls
- Taking and delivering messages
- Managing the Executive Secretary's calendar, including making appointments and prioritizing the most sensitive matters
- Ensuring the ES office runs smoothly
- Scheduling meetings and sending meeting invites to attendees for meetings of the ES
- Maintaining comprehensive and accurate records
- Answering phone calls in a polite and professional manner
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department.

Where to Send Applications:

Potential candidates should send their application letters with a detailed CV, copies of certified relevant certificates and details of three referees **by email** addressed to: sabelomdziniso51@gmail.com. The closing date for applications is set for 18th April 2022 at 5.00 pm

Please note late submissions will not be considered and only shortlisted candidates will be contacted.