PERMANENT MISSION OF SIERRA LEONE TO THE UNITED NATIONS

Vacancy announcement for the Post of Office Manager

Job Title: Office Manager

Job General Description

The Office Manager is to provide support to the office of the Head of Chancery (HOC) in facilitating, organizing and coordinating the day-to-day operations and activities of the Mission, its upkeep and to ensure organizational effectiveness, efficiency and conducive Office environment and any other Job assigned from time to time.

Main duties and responsibilities

- Carry out a wide range of operational and administrative related duties. Provide direct operational and administrative support to the Head of Chancery and to the diplomatic staff
- Undertake clerical and administrative functions, including transport and travels for diplomatic and locally employed staff, provide support to procurement related tasks, work with a designated colleague to update the Missions' assets register, handle functions consular function and budget related activities;
- Assist in making travel arrangements for diplomatic staff such as booking flights and hotel reservations;
- Be responsible for stores management, and tracking office inventory, including noted supply levels, coordinating deliveries, and managing vendor contracts as directed by relevant diplomatic officer under the supervision of the Head of Chancery Maintain complete stock of all office supplies and accuracy of inventory under the supervision of the Financial Attaché and Head of Chancery;
- Monitor and ensure maintenance of all office equipment and submit periodic update of inventory;
- Ensure the maintenance of a proper filing system, and proper record management in accordance with relevant regulations including as required by applicable law;
- Undertake other duties as may be assigned by the Head Chancery or by the Permanent Representative /Head of Mission and the Deputy Permanent Representatives.

PERMANENT MISSION OF SIERRA LEONE TO THE UNITED NATIONS

Qualification and competences

Requirement:

- Tertiary level education in management related fields, social sciences and computer literacy.
- A minimum of five years' work experience in related field.
- Research ability can be an added advantage.
- Procurement skills
- Applicants must be residence in the USA
- Must have up-to-date work Authorization ID

DEADLINE FOR APPLICATIONS 26TH MAY 2025

ALL APPLICATIONS MUST BE ADDRESSED TO:

The Head of Chancery
Permanent Mission of Sierra Leone to the United Nations 228 E 45th Street, New York 10017
Email: sierraleone@pmun.net