

New Sight Eye Care Position Summary



Position:	Administrative Assistant
Location:	Ouesso, Republic of Congo
Reports to:	Executive Assistant
Remuneration:	To be discussed
Hours and Term:	To be discussed
Start Date:	As soon as possible
Website:	www.newsightcongo.com

Background - About New Sight:

Four in five blind people in this world are needlessly blind. They are needlessly blind because we can do something to either prevent or treat their blindness. When sight is restored, lives are transformed – for patients, families, and even the whole community. New Sight Eye Care is a charity registered in the UK and in HK. Following the successful establishment of our first non-profit eye centre in Impfondo in the Republic of Congo, at the invitation and with the support of local authorities, we established our work in the town of Ouesso in 2019. We help over 200 patients per month through our eye centre, and since October 2022 have provided eye surgery through our newly fitted surgical centre. Our services will be extended through the construction and fitting out of a new comprehensive teaching eye hospital in Ouesso which is due to open in 2023. This strategic location will enable us to reach out to the whole of Congo and neighbouring countries. We are looking for like-minded people passionate about giving the priceless gift of sight.

Position Purpose:

New Sight Eye Care is looking for a passionate and hardworking person to support the growth of the charity with administrative tasks.

Position Responsibilities:

The Administrative Assistant will:

- Working alongside the Founding Director and Executive Assistant, provide the full spectrum of administration support to the team and ensure daily operation runs smoothly
- Monitor the efficiency and quality of work output
- Help manage the cash in and out of the office and keep up to date records
- Act as a major communication channel of the office and prepare correspondences, reports and presentation materials etc.
- Handle ad hoc assignment and projects as requested

Qualifications and Requirements:

- Experience in administration
- Ability to work on own initiative and within a team and multi-task in a busy and fast paced environment
- A team player with good communication skills across levels
- Detail-oriented, independent and well organised
- Good written and verbal communicator
- Proficient in MS Word, Excel and PowerPoint
- French and Lingala ideal but not essential

How to Apply:

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, in Microsoft Word or PDF

formats, to Joanne Stokes joanne@newsightcongo.com. Please include your name and the position title, Administration Supervisor, in the email subject line.

New Sight Eye Care is an equal opportunity employer that values diversity of all kinds and encourages candidates from all backgrounds to apply for this exciting new opportunity.