Administrative Assistant



Denver Bonamoussadi, Douala, Cameroon, Littoral
231
recruitment@ghsscm.org
Phone : 237.691754425
Web : www.ghsscm.org

Job Summary

Vacancy :
Deadline : Nov 30, 2026
Published : Nov 19, 2026
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Global Health Systems Solutions (GHSS) is a non- governmental and not for profit organization dedicated to seeking innovative solutions to strengthen health systems in developing countries for effective service delivery and surveillance of infectious, non-infectious, and neglected tropical diseases. We focus in four key areas: strengthening laboratory systems services and network for an efficient health care delivery, strengthening of disease surveillance systems and facilitate health care delivery programs, conduct operational research to inform health decisions for better patient outcomes, and empowering youths in Cameroon. Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation and several bi-lateral organizations. **Purpose of the role** GHSS is looking for a qualified and responsible Administrative Assistant to perform a variety of administrative and clerical tasks. He/She will provide support to Managers and employees, assisting in daily office needs and managing the organization general administrative activities. **Primary duties and responsibilities** - Respond to inquiries regarding department services, policies and procedures; - Schedule and coordinate travel arrangements for staff travelling within and out of the country for various activities; - Receive request forms from staff, ensure they are processed and provide feedback to the staff. - Create and process a variety of administrative records as guided by administration using internal and external databases; - Plan in collaboration with the procurement unit, on and off-side events, meetings, including preparing agenda, making arrangements for lodging, taking down detailed minutes of minutes; - Prepare and distribute correspondence, memos, letters and request forms; - Develop and maintain a filing system; - Provide general support to visitors as guided by the administration; - Maintain the agenda of meetings, travels and visitors of some Senior Management staff; - Organize interviews and meetings on the guidance and direction of the administration; - Participate in the development and functioning of GHSS communication unit; - Assist in the preparation of GHSS annual reports and newsletters; - Sign for, sort and distribute delivered packages and incoming correspondences; - Accompany Senior Management staff of GHSS to administrative meetings and prepare all meeting reports; - Maintain confidentiality in all aspects of staff and organization information; - Liaise with executive and senior administrative assistants to handle requests and queries from Senior Management; - Carry out other duties as assigned by Management. **Languages** - Proficiency in written and spoken English - Working proficiency in French, with the ability to communicate effectively in routine professional settings. **Submission of application** Interested and qualified candidates should submit a complete file containing, an application, a motivation letter, a curriculum vitae, and copies of the required academic/professional qualifications/certificates to the following address: recruitment@ghsscm.org specifying the job title **NB: Applicant's curriculum vitae should be either in Word format or in PDF. Scanned copies and JPGs will be rejected. Deadline for submission of application: November 30, 2026. - *We strongly welcome early applications. Consideration will be given to candidates who submitted a complete application file on time. - Only selected candidates will be contacted for interviews. - If you have not been contacted fifteen (15) days after closing, consider your application unsuccessful.***

Education & Experience

- HND in secretarial duties or any other related field or its equivalent from a recognized educational institution. - A minimum of one (01) year relevant work experience in secretarial duties. - Experience working with NGOs, Government agencies, or international organizations will be considered as an asset

Must Have

- Outstanding attention to detail. - Knowledge of office management systems and procedures. - Strong ability to establish priorities, work within tight timelines and multitask; - Ability to work under minimal supervision with high level of resilience. - Very good computer skills, including excellent excel processing capabilities and experience in using Microsoft Office programs, MS 365 programs and financial software. - Solution-oriented and deadline-driven with strong organizational skills. - High ethics and personal commitment to transparency and accountability. - Working knowledge of office equipment, like printers, scanners etc. - Strong interpersonal skills. - Excellent written and verbal communication skills - Ready to learn for continuous improvement.

Educational Requirements

Compensation & Other Benefits