



Alliance Française
Accra

Languages Department Secretary

Position: Languages Department Secretary

Reports to: Director, Co-Directors of the Language Department, General Secretary

Purpose of the position:

Perform general secretarial duties, assist the Directors of the Language Department with administrative support and manage their office agenda.

Major Responsibilities:

- Answer telephone, screen and direct calls and general administrative duties
- Receive visitors/students and provide accurate information to them
- Take and relay accurate information
- Organize meetings and write minutes
- Translations from English to French/ French to English
- Liaise between the Pedagogy office and external partners
- Place orders and manage office supplies
- Assist in organizing examination both local (FLE & SP) and international (photocopy of question papers)
- Liaise between the Pedagogy office and external partners
- Collection and distribution of teaching material, text books etc
- File documents including examination results both local and international (DELF/DALF)
- Coordinating internships
- Any other duties to be assigned from time to time

Education and Experience:

- Minimum of HND in Bilingual Secretarialship
- Experience in organizing events and managing budgets would be an advantage

Key Competencies:

- Excellent oral and written communication skills in English and French
- Customer service principles and practices
- Good knowledge of administrative and clerical procedures
- Flexible, reliable and able to work within deadlines
- Ability to speak and write in French would be an advantage
- Good command of MS Office Suite. Fluency in social media a plus
- Excellent oral and written communication skills in English and French
- Good knowledge of administrative and clerical procedures

To apply: Send you CV and a cover letter to dq@afaccra.org and culturel@afaccra.org by Thursday 21st January.

Position starting as soon as possible after that.

Benefits include access to language classes, private health insurance and pension scheme (both at the end of the 3 months' probation period).