

JOB VACANCY:

Accounts/Administrative Assistant

The Embassy of Malawi in Cairo invites applications from suitably qualified and experienced persons to fill the post of Accounts/Administrative Assistant.

Basic functions of the position

1. Preparation of monthly bank reconciliations and cash controls
2. Maintaining Accounts books
3. Compiling staff salaries and wages
4. Preparation of regular financial reports to management
5. Coordinate VIP airport programmes
6. Handling administration issues
7. Draft routine correspondences on finance, administration.
8. Maintain the embassy's website
9. Any other duties that may be assigned by diplomatic staff

Minimum qualifications

1. **Education:** Degree in Accounting/ Business Administration
2. **Experience:** At least two years' experience in accounting work.
3. **Language:** Fluency in English and Arabic (Reading, speaking and writing).
4. **Ability and skills:**
 - Good communication and interpersonal skills
 - Ability to work with minimum supervision and under pressure.
 - Be willing to work even at odd hours, public holidays and weekends.
 - Must have excellent computer skills in excel and word.

Interested applicants should send their applications, CVs, IDs and copies of certificates and three traceable referees indicating "**Post of Accounts/Administrative Assistant**" not later than 20th April,2016 to:

The Ambassador,
Embassy of the Republic of Malawi: 13 El- Fallah Street, Off
Shehab Street, Mohandessin, Giza, Egypt.
Tel: 00202 33489541-2
Email: Malawi@link.net

N.B: Only short listed candidates will b called for interviews.