



Administration Officer Job Description

Position	Administration Officer
Contract	Three-Year Contract
Reports to	Programme Manager
Location	Lusaka
Salary	Competitive, commensurate with experience and industry standards

The Organisational Context

About NABII Zambia

National Advisory Board for Impact Investment Zambia (NABII Zambia), established in 2019, is a non-profit organisation dedicated to advancing the growth and effectiveness of impact investing in Zambia. As a proud member of the Global Steering Group for Impact (GSG Impact), NABII Zambia works to mobilise stakeholders and resources to foster a private sector-driven "impact economy" that integrates financial, social and environmental impact measurement into all aspects of economic activity.

- **Mission:** To mobilise stakeholders and resources to support the creation of a private sector-driven economy through the identification of domestic opportunities for change and innovation that help achieve and maintain the Sustainable Development Goals (SDGs).
- **Vision:** A prosperous Zambia driven by inclusive green growth and sustainable development.

NABII Zambia is currently transitioning from a foundational establishment to actively scaling its influence within Zambia's impact investment ecosystem. Having gained growing recognition through successful initiatives and collaborations in Market Development, Knowledge Development, Policy Development, and Communication Development, the organisation is now entering a growth phase that demands strategic leadership to sustain momentum and deepen its national and regional footprint.

Purpose of the Role

The Administration Officer will be responsible for managing the day-to-day administrative and operational functions of the NABII Secretariat. The role ensures that internal systems, office management, documentation, and logistics operate efficiently to support the organisation's programmes, stakeholder engagements, and strategic initiatives.

Key Responsibilities

Office Administration and Operations

- Oversee daily administrative operations of the NABII Secretariat office.
- Maintain the physical office environment, ensuring functionality of office equipment, supplies, and facilities.
- Implement and maintain administrative procedures and standard operating systems to improve organisational efficiency.
- Manage incoming and outgoing correspondence, including email, phone inquiries, and official mail.

Records and Documentation Management

- Maintain organised physical and electronic filing systems for institutional records and documentation.
- Ensure confidentiality and secure storage of organisational information.
- Maintain records of contracts, agreements, and internal documentation.
- Assist with maintaining staff leave records and basic HR documents.

Financial and Operational Support

- Manage petty cash and maintain accurate records of operational expenditures.
- Prepare monthly and quarterly financial reports for review
- Manage procurement administration and vendor management, including maintaining records of suppliers, consultants, and service providers.

Meeting and Event Coordination

- Coordinate logistical arrangements for meetings, workshops, and stakeholder engagements
- Support the organisation of major events, including the Zambia Impact Investment Summit and other NABII convenings.
- Prepare meeting materials, schedules, and meeting minutes.

Stakeholder and Administrative Coordination

- Maintain stakeholder and partner contact databases.
- Support coordination between internal staff, consultants, and external partners.
- Provide administrative support to programme implementation activities.

Key Deliverables

- Efficient and well-managed office operations.
- Accurate and well-organised institutional records and documentation.
- Effective logistical coordination of all organisational meetings and events.
- Timely administrative support for all projects and activities.

Qualifications and Experience

Required Experience

- Bachelor's Degree in Business Administration, Public Administration, Management, or a related field.
- Minimum of 3 years of relevant experience in office administration, operations, or organisational support.

Desired Experience

- Experience working in a non-profit organisation, development agency, or professional services environment is an advantage.

Key Competencies

- Strong organisational and administrative skills
- Attention to detail and ability to manage documentation systems
- Ability to coordinate multiple tasks and priorities
- Strong interpersonal and communication skills
- Ability to work independently and maintain confidentiality
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)

Application

Interested candidates should submit:

- A one-page cover letter explaining your suitability for the role
- A concise CV (maximum 3 pages)

Applications should be sent to secretariat@nabii.org.zm no later than **17 April 2026** with the subject line: **Application – Administration Officer**.