AFRICAN CENTRE FOR DEMOCRACY AND HUMAN RIGHTS STUDIES (ACDHRS)
BANJUL, THE GAMBIA

CALL FOR APPLICATIONS

Position: Personal Assistant to the Executive Director

The African Centre for Democracy and Human Rights Studies (ACDHRS) invites applications from suitably qualified individuals for the position of **Personal Assistant to the Executive Director**.

Key Duties & Responsibilities

- Assist the Executive Director in all duties required by her office.
- Organise and manage the Executive Director's daily schedule of activities.
- Maintain an up-to-date diary of appointments and engagements.
- Handle telephone calls and receive visitors on behalf of the Executive Director.
- Manage and direct all incoming mail to the Centre and ensure proper distribution to relevant units.
- Prepare correspondence and official reports as directed.
- Assist in staff recruitment processes, including shortlisting.
- Supervise the use and maintenance of the telefax, international lines, and office equipment.
- Arrange logistics for meetings, workshops, and events attended by the Executive Director.
- Liaise with travel agencies for flight bookings, confirmations, and protocol arrangements.
- Prepare confidential minutes and administrative materials for Governing Council and Executive Committee meetings.
- Perform any other duties assigned by the Executive Director.

Required Qualifications & Skills

- Diploma or Bachelor's degree in Administration, Management, Social Sciences, or related field.
- Excellent communication, writing, and interpersonal skills.

- A minimum of three years' experience as a Personal Assistant, Executive Assistant, Secretary, or in a related field.
- Strong organisational and multitasking abilities.
- High level of professionalism, confidentiality, and discretion.
- Proficiency in basic I.T skills.

How to Apply

Applicants should submit:

- A cover letter
- A detailed CV
- Copies of academic and professional certificates
- Contact details of two referees

More info: admin@acdhrs.org
Deadline: 06th January 2026

Only shortlisted candidates will be contacted.

AFRICAN CENTRE FOR DEMOCRACY AND HUMAN RIGHTS STUDIES (ACDHRS)
BANJUL, THE GAMBIA

CALL FOR APPLICATIONS

Position: Administrative Officer

The African Centre for Democracy and Human Rights Studies (ACDHRS) is seeking applications for the position of **Administrative Officer**. The successful candidate will support the overall administrative coordination and operations of the Centre.

Key Duties & Responsibilities

- Oversee administrative activities of the Centre under the Financial Controller.
- Supervise junior and ancillary staff, ensuring adherence to organisational rules and procedures.
- Manage personnel files and personnel-related matters.

- Handle the issuance and distribution of supplies and stationery.
- Serve as Public Relations Officer of the Centre.
- Coordinate logistics for conferences, seminars, and workshops.
- Ensure timely booking of flights and hotel accommodations.
- Draft and handle official correspondence in consultation with the Financial Controller and/or Executive Director.
- Ensure effective functioning of administrative operations and office systems.

Required Qualifications & Skills

- Diploma or Bachelor's degree in Public Administration, Human Resources, Business Administration, Management, or related field.
- Strong organisational and supervisory skills.
- A minimum of five years' experience in Administration or a related field.
- Excellent written and verbal communication abilities.
- Experience in logistics coordination and office management.
- Ability to work under pressure and with minimal supervision.
- Strong interpersonal skills and a commitment to professionalism.

How to Apply

Applicants should submit:

- A cover letter
- A detailed CV
- Copies of academic and professional certificates
- Contact details of two referees

More info: admin@acdhrs.org
Deadline: 06th January 2026

Only shortlisted candidates will be contacted.

AFRICAN CENTRE FOR DEMOCRACY AND HUMAN RIGHTS STUDIES (ACDHRS)
BANJUL, THE GAMBIA
CALL FOR APPLICATIONS

Position: Financial Controller

The African Centre for Democracy and Human Rights Studies (ACDHRS) invites qualified professionals to apply for the position of **Financial Controller**. This is a senior-level role responsible for financial management, administration, and strategic oversight of the Centre's financial operations.

Key Duties & Responsibilities

- Manage all financial affairs and administrative functions of the Centre.
- Ensure effective financial, accounting, and budgetary control systems.
- Prepare quarterly financial reports for all programmes and projects.
- Prepare annual final accounts for auditing and support audit processes.
- Coordinate financial services for all organisational programmes and activities.
- Prepare consolidated budgets and assess performance against budget.
- Draft responses to audit queries in consultation with the Executive Director.
- Develop and implement policies related to budget control and financial management.
- Oversee personnel matters, welfare, security, and equipment maintenance.
- Serve as a member of the management team ensuring adherence to financial regulations and prudent use of resources.

Required Qualifications & Skills

- Bachelor's degree in Finance, Accounting, Business Administration, or related field.
- Professional qualification (ACCA, CPA, etc.) is an added advantage.
- Five years of experience in financial management and administration.
- Strong analytical, reporting, and budgeting skills.
- Demonstrated integrity, accountability, and leadership capabilities.

- Excellent knowledge of accounting software and financial procedures.

How to Apply

Applicants should submit:

- A cover letter
- A detailed CV
- Copies of academic and professional certificates
- Contact details of two referees

More info: admin@acdhrs.org
Deadline: 06th January 2026

Only shortlisted candidates will be contacted.

AFRICAN CENTRE FOR DEMOCRACY AND HUMAN RIGHTS STUDIES (ACDHRS)
BANJUL, THE GAMBIA
CALL FOR APPLICATIONS

Position: Driver/Messenger

The African Centre for Democracy and Human Rights Studies (ACDHRS) invites applications from suitably qualified and motivated candidates for the position of **Driver/Messenger**.

Duties and Responsibilities

The Driver/Messenger will be responsible for the following duties:

- Regularly inform the Admin Officer of all vehicle maintenance and fuel needs;
- Ensure that the vehicle assigned is parked at the Centre after closing hours, unless otherwise required by the Executive Director or any other officer of the Centre, with prior approval of the Administrative Secretary;
- Assist in collecting diplomats and guests from the airport and transporting them to their respective places of residence;

- Assist in driving diplomats, guests, and staff to meetings, seminars, conferences, and other official engagements, and undertake daily driving assignments for the Centre;
- Post, collect, and distribute mail;
- Deliver mail and documents related to seminars, meetings, and official engagements to NGOs and other agencies;
- Assist with duties in the Records Section as assigned by the Records Manager, including:
    - Distribution of stationery to staff of the Centre;
    - Preparation of newsletters for postage, including stuffing and sealing envelopes;
- Perform any other duties as may be assigned by the Executive Director.

Qualifications and Experience

- A valid driver's licence;
- Proven driving experience, preferably in an institutional or organisational setting;
- Good knowledge of road networks and traffic regulations;
- Ability to communicate effectively and follow instructions;
- Fluency in English is required; knowledge of other local languages will be an added advantage.
- Good organisational skills and willingness to undertake multiple tasks;
- High level of integrity, responsibility, and professionalism.

Method of Application

Interested and qualified candidates should submit:

- A letter of application; and
- A detailed Curriculum Vitae (CV).

More info: admin@acdhrs.org
Deadline: 06th January 2026

Only shortlisted candidates will be contacted.