



CALL FOR APPLICATIONS

TITLE: *Studio Administration Officer*

About 263 Media

The 263 Media Hub is a vibrant innovation and entrepreneurship space committed to empowering creatives, entrepreneurs, and innovators through collaboration, capacity building, and access to opportunities. 263 Media Hub is seeking to recruit a motivated and detail-orientated studio administration officer to join its team.

Position Details

Job Title: Studio Administration Officer

Reporting To: Programme Lead / Director

Location: Harare

Job Summary

The Administration Officer is responsible for the day-to-day administrative operations of the 263 Media Hub, ensuring efficient, organised, and effective service delivery.

5. Scope of Work

The assignment covers the following specific programme areas:

1. Administrative coordination
2. Records management
3. Meeting and events coordination
4. Office and facility management
5. Procurement and inventory management

Key Responsibilities

- Coordinate the Media Hub's daily administrative operations.
- Manage office records, correspondence, and filing systems.
- Provide administrative and logistical support for Media Hub activities and events.
- Coordinate meetings, schedules, and official communication.
- Manage office supplies, equipment, and facilities.
- Maintain accurate administrative records and reports.
- Support procurement and basic financial administration.
- Ensure compliance with media policies, procedures, and administrative standards.
- Provide professional front-office and stakeholder support.

Required Qualifications



Bachelor's Degree or Diploma in Business Administration, Office Administration, Public Administration, Human Resources Management, or a Related Field.

How to Apply

Interested candidates who meet the above requirements should submit a cover letter and an up-to-date CV to recruitment@myageafrica.org , quoting "**Studio Administration Officer**" in the subject line.

Application Deadline: 4 August 2026

Please note that only shortlisted candidates will be contacted.

