



Administrative Assistant
Reproductive, Maternal, New-born, Child and Adolescent Health (RMNCAH) Program
REF: Amref/Admn Assistant-RMNCAH/01/20

1. IDENTIFICATION		
1.1	JOB TITLE JOB GRADE REPORTING TO	Administrative Assistant (1 position) B3 Project Manager
1.2	DEPARTMENT/PROGRAM/PROJECT	CHU4UHC and FAYA projects under the RMNCAH Programme
1.3	PHYSICAL LOCATION	Nairobi

Amref Health Africa is the largest international health development organization based in Africa, working with and through African communities, health systems and governments. Amref Health Africa's vision is for lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. Amref Health Africa's headquarters is situated in Nairobi, Kenya, and has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and West Africa providing services to over 30 countries. Employing over 700 staff and with an annual operating budget of approximately \$90 million, Amref Health Africa is a knowledge resource for donors and partners. For more information visit our website www.amref.org

The Youth-led Action for Sex Education (FAYA) Project is funded by Children's Investment Fund Foundation (CIFF) aiming to demonstrate youth-led and cost-effective delivery of Comprehensive Sexuality Education (CSE) for both in-school and out-of-school youth in Kenya. It focuses on equipping young people with the tools and information to take control of their own sexual & reproductive health-especially through self-care and integration of multiple sexual health needs including contraception, HIV and STI services and Comprehensive Sex Education.

Amref Health Africa in Kenya, in partnership with Johnson and Johnson Foundation, have collaborated to develop and implement an integrated Community Health platform for Universal Health Coverage (CHU4UHC). The CHU4UHC platform is led and owned by the Ministry of Health through the Division of Community Health, financially supported through the Johnson and Johnson Center for health worker innovation and convened by Amref Health Africa in Kenya, with UNICEF as the thought leader.

2. Job Summary

Under the supervision of the Project Manager(s) and in collaboration with other team members, the Administrative Assistant will be responsible for the day-to-day administrative and logistical

support in the execution of the CHU4UHC and FAYA projects, in addition to any ad-hoc requests in support of the Project leads for CHU4UHC, FAYA, Venture Development Manager and the Program Director RMNCAH, while adhering to the donor (J&J and CIFF) and Amref Health Africa in Kenya regulations and requirements.

3. Main Responsibilities

KEY AREA	ACTIVITIES
Project coordination and Management	<ul style="list-style-type: none"> • Receiving and dispatching mail and calls. • Preparing draft responses for the project. • Receive all visitors and act as the first point of contact for all project enquiries. • Coordinate and schedule the project calendar of events and specific meetings for the county Coordinators and Project Manager • Manage the executing of events including meetings, workshops among others • Coordinate regular maintenance of vehicles and project equipment as needed. • Work with procurement office for any necessary project-related procurement • Process and gather required documentation for activity advances and reimbursement of expenses according to Amref policy. • Manage all transport and lodging logistics
Documentation	<ul style="list-style-type: none"> • Responsible for the compilation, processing and distribution of project products including regular reports. • Support the Project leads, Venture Development Manager and Program Director in RMNCAH at workshops and other meetings as needed e.g. developing slide decks, taking notes, printing and distributing reading materials among others. • Maintain an up-to-date inventory of all project items and procurement. • Maintain relevant databases and filing systems.
Administration and Operations	<ul style="list-style-type: none"> • Undertake daily administrative tasks to ensure the functionality and coordination of the two projects' activities. • Ensure all financial activities meet standards set forth in organizational policies and protocols. • Support policy formulation and execute budget by providing financial projections during budget development.
Advocacy and communication	<ul style="list-style-type: none"> • Provide logistics and administrative support to the organization of events, including global advocacy events, capacity development national/regional events, high-level receptions and regular online webinars; • Provide support to the communications team regarding the 2 projects, including social media activity and maintaining content on the website. • Support the relationship management of key players in the primary

KEY AREA	ACTIVITIES
	health care space, strategic partners and expert advisors, including Government and County Agencies.

4. Experience Required

- At least (3) three years of relevant work experience supporting a busy office environment.
- Demonstrated experience in organizing and coordinating stakeholders meetings.
- Demonstrated experience supporting project logistics (travel and logistics) and operations (managing travel reimbursements, ensuring adequate office functioning).

5. Education, Skills And Competencies Requirements

- Bachelor's degree in business administration or social sciences
- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Excel and MS PowerPoint)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Experience in and understanding of basic financial management

How to apply:

Interested applicants are encouraged to submit a Cover letter in PDF specifying how you meet the mandatory requirements, your motivation in applying for the role and what you hope to bring to Amref Health Africa in Kenya (Not exceeding 2 pages.) and an updated CV in PDF (Not exceeding 3 pages) with subject line: **Amref/Admn Assistant-RMNCAH/01/20** to recruitment@amref.org by **21st January 2020. Only shortlisted candidates will be contacted.**

Duly note that Amref Health Africa does not require applicants to pay any fee at whatever stage of the recruitment and selection process.

Amref Health Africa is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal opportunity employer and has a non-smoking environment policy.