malaria consortium
disease control, better health

JOB DESCRIPTION

Job title:	**Administrative Assistant**	**Location:**	**Nampula**
Department:	**Operations**	**Length of contract:**	**indefinite**
Role type:	**National**	**Grade:**	**4**
Travel involved:	**In-country travel on occasion**	**Child safeguarding level:**	**4, low risk**
Reporting to:	**Line manager: Procurement and Logistic Manager**	**Direct reports:**	**None**

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Project background

Seasonal malaria chemoprevention (SMC) is a highly effective community-based intervention to prevent malaria infections in areas where the malaria burden is high and transmission occurs mainly during the rainy season. It involves administering monthly courses of sulfadoxine-pyrimethamine (SP) and amodiaquine (AQ) during this peak transmission period to those most at risk: children under five. In 2019, SMC was implemented in 13 countries in the Sahel region of Africa, targeting over 21 million children. To-date, SMC has not been deployed at scale outside of the Sahel due to concerns over the widespread resistance to SP across much of the African continent.

Malaria Consortium has been a leading implementer since the World Health Organization (WHO) issued its recommendation to scale up SMC in 2012. With our partners, we led the rapid scale-up through the Achieving Catalytic Expansion of Seasonal Malaria Chemoprevention in the Sahel (ACCESS-SMC) project in 2015–2017, reaching close to seven million children in Burkina Faso, Chad, Guinea, Mali, Niger, Nigeria and The Gambia. This project demonstrated that SMC is cost-effective,

safe and that high coverage can be achieved at scale. Since 2018, we have continued to support national malaria programmes in Burkina Faso, Chad, Nigeria and Togo, reaching over 12 million children in 2020. We also started research projects in Mozambique and Uganda to explore the feasibility and impact of SMC outside the Sahel.

The first phase of the SMC pilot project was implemented in 2020/21 in two districts of Nampula province with promising results. The second phase, to be implemented during the 2021/22 peak malaria season, will involve conducting a cluster randomised controlled trial (cRCT) to determine the effect of implementing SMC in an area where resistance to SP can be assumed to be high. The research will also involve further work to explore how resistance to SMC drugs affects the effectiveness of the intervention. This study has the potential to inform SMC policy and practice nationally and internationally.

Job purpose

The Administration Assistant will be responsible for providing Nampula based administrative support to Malaria Consortium SMC project in Mozambique.

Scope of work

The Administration Assistant will support the Procurement and Logistic Manager SMC in managing the Nampula office including maintenance, landlord liaison, cleaners.

Key working relationships

The Administration Assistant will report to the Procurement and Logistic Manager SMCr, and will work closely with all Nampula based staff to provide them with the required administrative support. She/he will also support the District staff and also will liaise with Operations Maputo in all administrative matters.

Key accountabilities

1. **Nampula Office Support (50%)**
    - Ensure that all visitors to Malaria Consortium Nampula office are appropriately managed on arrival
    - Organize, monitor and manage all Nampulao staff mobile phone credit
    - Support following requests
    - Maintain stock of office supplies
    - Prepare the office's fixed expenses payment processes
    - Organize all Nampula Maputo airport pickup and drop offs with Malaria Consortium or hired vehicles
    - Ensure the ‘Country Visitor Information Guide’ is up to date and accurate and available to visitors on the Malaria Consortium Intranet page
    - Organize and book Nampula and District accommodation required by visitors or staff for work purposes
    - Track all visitor movements in Nampula, including arrival and departure dates, place of stay, mode of travel, flight details as required, sharing the movement tracker with relevant staff on a weekly basis

2. **Asset and Stock Management (30%)**
    - Manage all Nampula based assets to ensure that they are registered, tracked, maintained and disposed of according to the Malaria Consortium Asset Management Policy
    - Maintain a Property Inventory Register for all office equipment (as per the Malaria Consortium Fixed Asset Policy) in Nampula
    - Manage any stock, as defined by, and in accordance with the Malaria Consortium Inventory

Management Policy

3. **Other Administrative tasks (20%)**
    - Complete other administration tasks as required by the Procurement and Logistic Manager SMC

Person specification

Qualifications and experience:

Essential

- Degree or similar qualification in Administration or related field
- At least 3-5 years' experience working in an operations related role specifically in administration or event management
- Demonstrable passion for Malaria Consortium's mission; a strategic manager with integrity and a desire to work in a dynamic environment
- Strong analytical skills and experience interpreting a strategic vision into an operational model
- Proven writing skills in English
- Ability to work effectively and sensitively with staff in other locations
- A collaborative and flexible style, with a strong service mentality
- Facilitation and coordination skills
- Ability to effectively manage time and resolve crises
- Excellent interpersonal and communication skills
- Good excel and other software skills

Desirable

- The ideal candidate must be attentive to detail, highly organized, flexible and self- motivated with excellent communication skills in written and oral communication
- He/she must clearly display the ability to effectively prioritise and perform to tight deadlines
- Proven previous experience in office management
- Possess good understanding, knowledge and experience in document control and management
- Attention to detail

Work-based skills and competencies:

Essential

- Excellent interpersonal and communication skills
- Excellent computer skills with proficiency in Microsoft Word, Excel and PowerPoint

Desirable

- Good coordination skills
- Excellent analytical skills

Core competencies:

Delivering results

LEVEL A - Focuses on delivering contribution to Malaria Consortium and achieving own objectives

- ✓ Puts in effort required to ensure the delivery of own work and objectives to meet (and exceed) expectations
- ✓ Strong self-management of time and effort
- ✓ Checks own work to ensure quality

Analysis and use of information

LEVEL B - Uses evidence to support work

- ✓ Identifies and uses various sources of evidence and feedback to support outputs
- ✓ Uses evidence to evaluate policies, projects and programmes
- ✓ Identifies links between events and information identifying trends, issues and risks
- ✓ Ensures systems are in place to address organisation needs

Interpersonal and communications

LEVEL A - Listens and clearly presents information

- ✓ Actively listens and pays attention
- ✓ Presents information and facts in a logical way
- ✓ Shares information willingly and on a timely basis
- ✓ Communicates honestly, respectfully and sensitively

Collaboration and partnering

LEVEL A - Is a good and effective team player

- ✓ Knows who their customers are and their requirements
- ✓ Respects and listens to different views/opinions
- ✓ Actively collaborates across teams to achieve objectives and develop own thinking
- ✓ Proactive in providing and seeking support from team members

Leading and motivating people

LEVEL A - Open to learning and responds positively to feedback

- ✓ Willingness to manage own development and performance
- ✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked
- ✓ Open to learning new things
- ✓ Responds positively to feedback from others
- ✓ Identifies mistakes and takes positive steps to improve

Flexibility/ adaptability

LEVEL B - Clarifies priorities and ensures learning from experience

- ✓ Clarifies priorities when leading change
- ✓ Sees and shows others the benefits of strategic change
- ✓ Helps colleagues/team members to practice stress management through prioritization of workloads and modelling of appropriate self-management and care
- ✓ Makes time to learn from experience and feedback, and apply the lessons to a new situation

Living the values

LEVEL A - Demonstrates Malaria Consortium values

- ✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders
- ✓ Maintains ethical and professional behaviour in line with Malaria Consortium's values
- ✓ Treats all people with respect

Strategic planning and thinking and sector awareness

LEVEL B - Is aware of others' activities and vice versa in planning activities

- ✓ Takes account of team members' and others' workload when planning
- ✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of others' activities, objectives, commitments and needs
- ✓ Has a good understanding of the sector in which Malaria Consortium works