

#### **JOB DESCRIPTION**

**Job Title:** Regional Support Officer

**Department:** Operations

**Reports To:** Africa Operations Manager

**Reports:** None

**Location:** Kampala - Uganda

**Date Written/Last Reviewed:** August 2013

#### **Background:**

Malaria Consortium is an international organisation working primarily in Africa and Asia on communicable disease control. Malaria Consortium works closely with Ministries of Health (MoH) and partners and is involved in all aspects of malaria control, from policy and strategy development to implementation, monitoring, evaluation and research. Malaria Consortium also works on tuberculosis control and other communicable diseases, including neglected tropical diseases. Malaria Consortium provides comprehensive technical services and ensures its Programmes have high level technical oversight. Its approach is to support national systems wherever possible and to improve programmes through rigorous monitoring, evaluation and operational research. The Malaria Consortium's head office is in London, UK and the Africa Regional Office is in Kampala, Uganda. There are several country offices in Africa and a regional office in Thailand.

#### **Job Purpose:**

Serve as programme assistant to the Africa Programmes Director (AfPD) and the Africa Technical Director (AfTD) and also support the Africa Regional team with admin support functions.

## **Key Accountabilities:**

### **Support the Africa Programme and Technical Directors**

- Provide programme assistant support to the AfPD and AfTD including organising their travel, filling out Travel Authorisation Forms, obtaining and clearing travel advances, filling in the travel calendar, organising meetings and other tasks as requested such as managing their diaries.
- Preparation and editing PowerPoint presentations for both the AfPD and AfTD to be presented in meetings and conferences, as required.
- Act as the focal point for all regional office signing requirements for the Africa Country Programmes. Ensure all documents submitted for signing are logged and tracked through their process of review and signing and ensure the final versions are filed and send back to the country programme.

### **General Administrative tasks**

- Assist the Regional Admin Officer to setup in-house regional meetings and trainings (booking conference room, setting up projector).
- Send out invitations for in-house trainings or presentations.
- Coordinate the posting of all registered and unregistered mails generated from the regional office and distribute all incoming mails to relevant staff members.
- Take minutes in all of the bi-monthly regional team meetings and ensure the action points of these meetings are posted on the intranet within 48 hours after the meeting.
- Assist the Regional Admin Officer in planning and organising the bi-annual and annual functional meetings, providing both administrative and logistical support to these meetings.
- Lead on the national staff recruitment for the regional office and also for non-presence country programmes. This includes advertising, receiving CVs, organizing tests and interviews and also preparing employment contracts.
- Lead on the administrative process surrounding the recruitment of International and regional consultancies. This includes arranging adverts, receiving CVs, organizing tests or interviews and preparing contracts and payments.
- Responsible to remind all AfRO staff on their timesheet submission, collect, summarise and submit to finance on the 4<sup>th</sup> of every month.
- Responsible to receive all international staff monthly benefit claims, compile and forward to HQ on the 20<sup>th</sup> of every month.
- Serve as the focal point for all AfRO general enquiry e-mails including CASCADE and forward all necessary enquiries to the appropriate staff member concerned.
- Be responsible for organising all social catering/ceremonies, including official parties, staff farewell and any other social related events.
- Take the lead in assist new regional staff members to settle in Uganda by helping identify accommodation through housing brokers, provide a work ID card, work business cards, a work mobile phone, a Malaria Consortium e-mail address, the opening of a local bank account (if s/he wishes) and the induction process including general introduction.
- Take the lead on HR issues; this includes being the focal point for all national recruitment salary benchmarking, national staff monthly payroll to be prepared and submitted to HQ on the 17<sup>th</sup> of every month.

## PERSON SPECIFICATIONS

### Qualifications and experience:

#### *Essential*

- A bachelor's degree or equivalent
- At least 2 years of administrative experience with an International NGO or similar organisation
- Proficient in the use of MS Office in particular Word, Excel, PowerPoint and Outlook

#### *Desirable*

- Demonstrable passion for Malaria Consortium's mission; a strategic manager with integrity and a desire to work in a dynamic environment
- Strong organisational skills
- Ability to be able to manage and prioritise multiple tasks
- Proven writing skills in English
- A collaborative and flexible style, with a strong service mentality
- Facilitation and coordination skills
- Excellent computer skills in Excel and knowledge and use of database tools

#### **Other Information**

- Length of contract: 2 years.
- Travel: when required.