

JOB DESCRIPTION

Job title:	Administration Officer (BMGF)	Location:	Niger
Department:	Operations	Length of contract:	4 years
Role type:	National	Grade:	6
Travel involved:	In-country travel on occasion	Child safeguarding level:	Nil
Reporting to:	Project Manager	Direct reports:	Cleaners
Dotted line manager:	Country Office Manager	Indirect 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

Country and Project background

In Nigeria, many women of childbearing age (44,000) and children under-five (940,000) die annually from preventable and treatable causes (UNICEF/WHO 2012). While the trends show that Nigeria has made progress since the 1990s in reducing under-five and maternal mortality rates, the country remains the second largest contributor to under-five and maternal deaths in the world (UNICEF 2018).

Niger State Government is committed to improving her Health sector and articulated this state health plan and adoption of 'primary health care under one roof' policy to reduce fragmentation of services and to bring their management under one authority. The state leadership is also committed

to increasing the number of primary health care centres in compliance with the national standards by having a focal centre per ward.

Niger State Government has also entered into a memorandum of understanding (MoU) with Bill & Melinda Gates Foundation (BMGF) to strengthen its primary health care (PHC) system. The BMGF component of the MoU is delivered through technical assistance grants implemented by other partners with a focus on strengthening: leadership and governance of health services, health care financing, Human resources for health, health information management, access to affordable medical products, service delivery and community engagement in health service delivery.

Malaria Consortium has recently received Bill and Melinda Gates Foundation four (4) year grant to provide 'wrap-around' technical assistance for implementation of the community based health service delivery component of the state plan through harmonizing and integration of the various health service interventions at the community level including maternal and child health services.

Job purpose

The Administration Officer will be responsible for providing administrative support to the project office in Niger. This includes and not limited to providing and maintaining health and safety, effective running of the office at all times.

Scope of work

The Administration Officer will manage the Niger office including its maintenance, landlord liaison, cleaners, generator management, security and IT.

Key working relationships

The Administration Officer will report to the Project Manager and will work closely with the team to provide them with the required administrative support.

Key accountabilities

1. Office Management: Administration and Logistics - (55%)

- Lead in setting up a filing system for the office, ensuring ease of storage and retrieval of documents;
- Develop and maintain effective maintenance procedure for all IT equipment and computer in the office
- Responsible for overseeing all logistic arrangements including maintaining an updated record of events, travel itineraries of staff and short term consultants (as applicable) to ensure proper delivery and satisfaction of service to the project;
- Responsible for procurements of assets in line with MC procurement policies as well as vendor management and other service providers contracting (including security and IT);
- Will ensure updated records and valid documentation all of vendors. And other service providers and consultants are registered on NAV;
- Responsible for negotiations with hotels, travel and transport services and oversee general logistics for field/state activities;
- Liaises with Country Office Manager on difficulties and other office maintenance issues;
- Manage the Office generator to ensure it is serviced based on a preventative servicing schedule, that the fuel is managed appropriately with relevant stock management document

and the logbook is completed by the security guards, with logbook data analysed to ensure efficient running of the generator;

- Manage the office security provider to ensure that the office has effective security 24/7.
- Manage the office ICT support provider to ensure all ICT assets are maintained in good working order, to support Malaria Consortium staff in completing their daily activities;
- Organise, monitor and manage staff mobile phone credit
- Act as a fire warden and first aider

2. Programme support – 30%

- Coordinate internal and external stakeholder or technical meetings, workshops, seminars, including all travel and accommodations arrangements;
- Lead the compilation of participants list (i.e. CHWs, health facility staff, team supervisors, ward supervisors, state, and LGA supervisors), during MDA and other project events
- Responsible for contracting short term consultants in state office in close communication with the HR manager at the country office and in line with the procurement policy;
- Responsible for coordinating the administration and logistics support for the programme office on all field related activities in the state;
- In line with the programme budget and working closely with the finance officer, ensure value for money of all procurements for programme activities carried out in the state;

3. Asset and Stock Management (15%)

- Manage all project based assets to ensure that they are registered, tracked, maintained and disposed of according to the Malaria Consortium Asset management Policy
- Maintaining the Property Inventory Register for all office equipment (as per the Malaria Consortium Fixed Asset Policy) in the State
- Purchase and manage stocks, in accordance with the Malaria Consortium Inventory Management Policy
- Manage stationeries and office supplies for effective management and running of the office;

Person specification

Qualifications and experience:

Essential

- Degree or similar qualification in Administration or related field
- At least 5 years' experience working in an operations related role specifically in administration and logistics
- Previous experience in procurement particularly within the donor funding environment
- Proven written and oral skills in English
- Ability to work effectively and sensitively with staff
- A collaborative and flexible style, with a strong service mentality
- Effectively prioritise and perform to tight deadlines

Desirable

- Attentive to detail

- Highly organised
- Flexible and self-motivated
- Excellent written and oral communication skills
- Fire warden experience
- First aid competence
- Facilitation and coordination skills

Work-based skills and competencies:

Essential

- Excellent interpersonal and communication skills
- Good computer skills with proficiency in Microsoft Word, Excel and PowerPoint
- Ability to troubleshoot basic ICT issues

Desirable

- Good analytical skills

Core competencies:

Delivering results

LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills

- ✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results
- ✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements)
- ✓ Makes clear and timely decisions within remit of own role

Analysis and use of information

LEVEL A - Gathers information and identifies problems effectively

- ✓ Interprets basic written information
- ✓ Attentive to detail
- ✓ Follows guidelines to identify issues
- ✓ Recognises problems within their remit
- ✓ Uses appropriate methods for gathering and summarising data

Interpersonal and communications

LEVEL B - Fosters two-way communication

- ✓ Recalls others' main points and takes them into account in own communication
- ✓ Checks own understanding of others' communication by asking questions
- ✓ Maintains constructive, open and consistent communication with others
- ✓ Resolves minor misunderstandings and conflicts effectively

Collaboration and partnering

LEVEL B - Collaborates effectively across teams

- ✓ Proactive in providing and seeking support from expert colleagues
- ✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution
- ✓ Proactive in building a rapport with a diverse range of people

Leading and motivating people

LEVEL B - Manages own development and seeks opportunities

- ✓ Actively manages own development and performance positively
- ✓ Learns lessons from successes and failures
- ✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise

Flexibility/ adaptability

LEVEL B - Remains professional under external pressure

- ✓ Able to adapt to changing situations effortlessly
- ✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments
- ✓ Plans, prioritises and performs tasks well under pressure
- ✓ Learns from own successes/ mistakes

Living the Values

LEVEL B - Promotes Malaria Consortium values amongst peers

- ✓ Shows a readiness to promote Malaria Consortium's values amongst peers
- ✓ Promotes ethical and professional behaviour in line with Malaria Consortium's values

Strategic planning and thinking and sector awareness

LEVEL A - Manages own workload effectively

- ✓ Plans and manages own workload effectively
- ✓ Is familiar with Malaria Consortium's mission and current strategic plan.
- ✓ Understands own contribution to Malaria Consortium's objectives