

## JOB DESCRIPTION

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

### 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 Maputo based administrative support to Malaria Consortium Maputo office and SMC project in Mozambique.

### **Scope of work**

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

### **Key working relationships**

The Administration Assistant will report to the Procurement and Logistic Manager SMC, and will work closely with all Maputo 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. Maputo Office Support (50%)**

- Ensure that all visitors to Malaria Consortium Maputo office are appropriately managed on arrival
- To support in all the preparation of office's fixed expenses, payment processes etc
- 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 Maputo and District accommodation required by visitors or staff for work purposes
- Track all visitor movements in Maputo, 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
- Insure that the inside and outside the office is hygienically clean and the workstations are also cleaned and regularly disinfected

#### **2. Office Stationary Management (10%)**

Manage all Maputo office supplies including toners to ensure that they are registered and tracked

#### **3. Travel and Accommodation Arrangements (35%)**

- Organize and book all national and international flights based on approved Travel Authorization Forms (TAFs)
- Organize all 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 Maputo accommodation required by visitors or staff for work purposes
- Track all visitor movements in Maputo, 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

#### **4. Other Administrative tasks (5%)**

- Complete other administration tasks as required by the Operations Officer in Maputo

### **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 with integrity and a desire to work in a dynamic environment
- 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

<b>Core competencies:</b>
<b>Delivering results</b>
<p><b>LEVEL A - Focuses on delivering contribution to Malaria Consortium and achieving own objectives</b></p> <ul style="list-style-type: none"> <li>✓ Puts in effort required to ensure the delivery of own work and objectives to meet (and exceed) expectations</li> <li>✓ Strong self-management of time and effort</li> <li>✓ Checks own work to ensure quality</li> </ul>
<b>Analysis and use of information</b>
<p><b>LEVEL A - Gathers information and identifies problems effectively</b></p> <ul style="list-style-type: none"> <li>✓ Interprets basic written information</li> <li>✓ Attentive to detail</li> <li>✓ Follows guidelines to identify issues</li> <li>✓ Recognises problems within their remit</li> <li>✓ Uses appropriate methods for gathering and summarising data</li> </ul>
<b>Interpersonal and communications</b>
<p><b>LEVEL B - Fosters two-way communication</b></p> <ul style="list-style-type: none"> <li>✓ Recalls others' main points and takes them into account in own communication</li> <li>✓ Checks own understanding of others' communication by asking questions</li> <li>✓ Maintains constructive, open and consistent communication with others</li> <li>✓ Resolves minor misunderstandings and conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<p><b>LEVEL A - Is a good and effective team player</b></p> <ul style="list-style-type: none"> <li>✓ Knows who their customers are and their requirements</li> <li>✓ Respects and listens to different views/opinions</li> <li>✓ Actively collaborates across teams to achieve objectives and develop own thinking</li> <li>✓ Proactive in providing and seeking support from team members</li> </ul>
<b>Leading and motivating people</b>
<p><b>LEVEL A - Open to learning and responds positively to feedback</b></p> <ul style="list-style-type: none"> <li>✓ Willingness to manage own development and performance</li> <li>✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked</li> <li>✓ Open to learning new things</li> <li>✓ Responds positively to feedback from others</li> <li>✓ Identifies mistakes and takes positive steps to improve</li> </ul>
<b>Flexibility/ adaptability</b>
<p><b>LEVEL A - Recognises own stress levels and adapts</b></p> <ul style="list-style-type: none"> <li>✓ Recognises limitations and takes steps to manage any resulting pressure or stress</li> <li>✓ Remains focused on objectives and goals in a rapidly changing environment</li> <li>✓ Takes responsibility for own work and for the impact of own actions</li> </ul>
<b>Living the values</b>
<p><b>LEVEL A - Demonstrates Malaria Consortium values</b></p> <ul style="list-style-type: none"> <li>✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders</li> <li>✓ Maintains ethical and professional behaviour in line with Malaria Consortium's values</li> <li>✓ Treats all people with respect</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>

**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