



## JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Administrative Associate
REPORTING TO	Project Manager
DEPARTMENT	Population Health and Environment (PHE)
DUTY STATION	Nairobi, Kenya (Hybrid)
DURATION OF CONTRACT	One-year (renewable)
<i>Female candidates are highly encouraged to apply</i>	

### BACKGROUND

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries, and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten African countries – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda, and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of '**Lasting health change in Africa**' and its **mission 'To catalyze and drive community-led and people-centered health systems while addressing social determinants of health.'** We believe that the power to transform Africa's health lies within its communities and therefore strive to ensure that health systems are not only functional but communities are empowered to hold these systems accountable for delivering of quality and affordable health care.

### OVERVIEW OF THE NEGLECTED TROPICAL DISEASE PROGRAM

The Neglected Tropical Diseases (NTD) Program at Amref's Kenya Country Office supports the Ministry of Health and county governments across various counties in Kenya in implementing interventions on various NTDs, including Lymphatic Filariasis (LF), Soil-Transmitted Helminths (STH), Schistosomiasis (SCH), Visceral Leishmaniasis (VL) and Snake Bite Envenoming (SBE). LF and VL have been earmarked for elimination as public health problems by 2030, whereas SCH has been earmarked for elimination as a public health problem in areas where elimination is feasible but control in areas where elimination is not feasible. STH has been fully earmarked for control.

The Program is also working with other stakeholders to develop its NTDs Big Bet Agenda, which focuses on eliminating LF, VL, and SCH across all endemic regions of Kenya, which will catalyze additional evidence-based and cost-effective programmatic investments.

### JOB PURPOSE

The position holder will work closely with the project team, ensuring seamless coordination and execution. S/he will manage tasks delegated by the Project Manager and Project Officers, liaising with both internal team members and external stakeholders to ensure timely execution of assigned tasks and within approved budgets. S/he should be highly organized, adaptable, and able to prioritize tasks while working independently.

## DUTIES AND RESPONSIBILITIES

- Coordinate and oversee meeting schedules for the Project Team, ensuring timely communication and proper documentation of meeting minutes.
- Plan and organize workshops and other project-related events.
- Initiate procurement requests by liaising with relevant departments, tracking the procurement process, and ensuring the timely issuance of Local Purchase Orders (LPOs) and payments to vendors.
- Arrange and manage both virtual and physical meetings, including sharing meeting links, setting up video conferencing tools, sending reminders, preparing agendas, and ensuring that all necessary materials and resources are in place.
- Manage the induction process for new project staff, including organizing orientation sessions, introducing team members, and ensuring new hires have access to necessary resources and tools.
- Oversee and maintain the project assets inventory, ensuring all equipment, materials, and supplies are properly accounted for, tagged, and updated in the asset management system.
- Ensure compliance with Amref policies and procedures related to procurement, finance, and human resources, maintaining proper documentation.
- Coordinate travel arrangements for project staff, including booking flights, and accommodations and managing travel itineraries as necessary.

## QUALIFICATIONS, SKILLS AND EXPERIENCE

- Relevant university degree.
- Knowledge of modern office procedures.
- At least 2-3 years' relevant experience.
- Strong organizational and multitasking skills, with the ability to prioritize tasks effectively.
- Highly adaptable and capable of working independently or within a team.
- Proactive in identifying potential challenges and finding solutions.
- Excellent in written and verbal communication.
- Ability to prioritize and multitask.
- Ability to make timely and well-considered decisions based on organizational policies.

## WORK ENVIRONMENT

- 100% office-based, but with field travel as necessary.

## HOURS OF WORK

- Normal Working Hours

## HOW TO APPLY

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **October 4<sup>th</sup> 2024**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website*

*under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

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