

JOB DESCRIPTION

POSITION:	Program Assistant
LOCATION:	Dakar, Senegal
SUPERVISOR:	Finance and Operations Officer Alive and Thrive Project/Ecowas
BAND:	II
SALARY:	Commensurate with education/experience

Project Summary:

A&T is an initiative dedicated to reducing death, illness, and malnutrition caused by sub-optimal infant and young child feeding. Alive & Thrive has recently received funding for its next generation funding. A&T Gen 2 is a flagship investment of the foundation's Nutrition Strategy aimed at saving lives and improving infants' cognitive development.

Initially developed as a "learning grant," the first phase of A&T implementation provided the proof-of-concept that optimal infant and young child feeding (IYCF) practices could be improved quickly, at large scale, and in a variety of country contexts. In Gen 2, A&T will expand access to its earlier learnings through knowledge leadership and regional approaches, and provide technical support to governments, NGOs, and other institutions interested in replicating or adapting the A&T model to improve IYCF practices and integrate maternal nutrition. A&T's approach in Gen 2 centers on improving the enabling environment for MICYN, including strengthening the capacity of systems to implement policies and quality MIYCN interventions at scale in the focus and replication geographies. Implementation learning and knowledge leadership strategies will build on lessons learned, use data strategically to guide all efforts, and aim to ensure that innovations and new learning leads to impact that is greater than the sum of its parts through broad application and dissemination.

ECOWAS has been proposed as a replication region for A&T. The aim of working in that region is to scale up proven effective IYCN and maternal nutrition interventions in the region. A&T plans to partner with existing regional networks and agencies such as UNICEF and advance the country-specific priorities of the Scaling up Nutrition movement in the region. The focus of A&T's work will be on policy advocacy, and other technical assistance such as capacity building for Social and Behavior Change communication as well as strategic use of data to raise the priority for and offer solutions to improve IYCF and maternal nutrition practices. A&T plans to prioritize four countries in the ECOWAS region in addition to its operations in Burkina Faso and Nigeria. These include Mali, Niger, Senegal and Cote Ivoire.

Position Summary

The Program Assistant is responsible for providing support for the program, finance and administrative activities of Alive & Thrive project in ECOWAS.

1. General Program support

- Provide primary administrative and finance support to the ECOWAS regional team perform various administrative support duties to facilitate the smooth progress and completion of the program activities.
- Provide all necessary arrangement and coordination support for international staff coming to ECOWAS for program support. This includes handling travel arrangement, hotel reservation, logistics, etc
- Assist with the creation of program materials by collecting information, coordinating production and printing of materials, manuals and leaflets. This includes performing or facilitating the translation of short documents as needed from French to English or English to French.
- Coordinate with Alive & Thrive ECOWAS Country office team, finance and operation staff to obtain timely authorization of supporting documentation needed in support of program logistics.
- Follow up timely provision of various commodities, supplies and services required for the implementation of program activities, as needed.

2. Support to Training and Other Program Activities

- Assist in the planning, preparation, and implementation of trainings, workshops, review meetings and similar events including organizing logistics and travel arrangements, preparing budgets, ensuring the delivery of invitations, facilitating advance and effecting payments; assist in the write-up of workshop proceedings etc.
- Assist with on-site activity preparation such as registration of participants, payment of Per-diem and other onsite support to technical staff as required.
- Ensure that training and participant information is collected for each event supported by Alive & Thrive ECOWAS and that necessary forms are collected in an organized and consistent manner.

3. Correspondence, documentation and Other Tasks

- Assist in coordinating external and internal meetings; including the recording of minutes and/or notes and follow up on implementation of meeting deliberations.
- Collect Periodic Program progress, Training, Workshop, Trip and other reports of all Alive & Thrive ECOWAS supported projects, file them as appropriate and upon instruction deliver to the necessary Government, Donor and other bodies and partners.
- Ensure that Alive & Thrive ECOWAS project documents are filled properly and in an accessible manner both in hard copy and electronically.

4. General Admin support

- Receive, direct, and relay telephone messages and fax messages and distribute mail to recipients.
- Receive and distribute mails and arrange for UPS/DHL pickups/shipment
- Assist all visitors and take/provide adequate message when required.
- Assist with document management including filing, retrieving, and entering information in to database.
- Provide secretarial support service as necessary,
- Post information on staff bulletin boards and update regularly.

- Maintain an updated employee telephone list and other contacts.
- Process office supply request and place orders.
- Coordinate the repair and maintenance of office equipment and office facilities.
- Take part in administrative and program meetings to assure secretarial follow-through.
- As directed by Supervisor, co-ordinate any events, meetings and occasions held by the program. Ensuring that all arrangements are made to ensure such events, meetings and occasions are successful.
- Any other relevant duties as assigned by supervisor

5. Special Assignment

- Handling petty cash
- Handling checks & wire payments
- Handling and updating ECOWAS project inventory
- Hotel and other booking follow up as per the supervisor direction.

Education, Experience, Certifications and other Abilities – Essential:

- Degree in Secretarial Science and Office Management.
- Minimum 2 years of relevant work experience, NGO experience is desirable.
- Knowledge of administrative and clerical procedure.
- Knowledge of principles, practices, and procedures of an office environment.
- Must have strong customer service skills with the ability to multi-task.
- Well organized and ability to prioritize tasks.
- Ability to effectively work in a team.
- Practical knowledge of using Microsoft office application.
- Excellent writing and communication skill both English and French.

Submit resumes to ABalde@fhi360web.onmicrosoft.com.