



Administrative Assistant

Overview:

Community-based monitoring offers the potential of increasing domestic oversight and advocacy for improvements to HIV treatment, particularly as it affects key populations. Affected communities consume most ART services but usually lack the necessary capacity and information needed to participate meaningfully in decision-making that shapes treatment programs that directly impact their lives. To address the needs identified, ITPC developed a Concept Note intended to provide catalytic support to centralize and standardize treatment access data, through the creation of treatment observatories in 11 West African countries, in order to improve regional advocacy for ART access.

In 2016, ITPC received notification that the concept note to the Global Fund was successful, and has been recommended for a 3-year grant. In line with the approved project plan, ITPC will support the development of Community Treatment Observatories, empowering networks of people living with HIV to systematically collect and analyze qualitative and quantitative data on barriers to access. The goal is to increase access to treatment in 11 West African countries: Benin, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Senegal, Sierra Leone and Togo. The grant will enable ITPC to extend its community-based monitoring of HIV treatment to these eleven countries between January 2017 and December 2019.

Job Description:

ITPC is seeking a dynamic professional to serve as its Regional Administrative Assistant. The Regional Administrative Assistant forms part of the ITPC Global Fund Project Team and has the primary responsibility to support administrative and executive-support related tasks of this 3-year Project. This position reports directly to the Community Treatment Monitoring Project Director (The Global Fund Project Director) based in Abidjan.

Candidates must be fully bilingual (English and French).

Main Job Tasks and Responsibilities

Executive Assistance:

- *Perform a wide variety of executive and administrative duties as required by the Global Fund Project Director*
- *Make travel arrangements and maintain appointment schedules and calendars for the Global Fund Project Director, and the Project Team*
- *Attend meetings and take minutes, as directed by the Global Fund Project Director*
- *Provide follow up to assignments given to regional staff by the Global Fund Project Director; provide status reports to the Director*
- *Receive and distribute incoming mail; review and evaluate mail to identify those items requiring priority attention of the Global Fund Project Director*

- *Perform other duties are prioritized by the Global Fund Project Director*

Office Administration:

- *Manage the day-to-day needs of the ITPC Global Fund Project office*
- *Maintain office calendar, send out updates and reminders as necessary on key events*
- *Assist in tracking of staff travel schedules and public holidays across countries where the project is implemented*
- *Initiate scheduled conference calls, as required, through skype or other conference calling systems*
- *Maintain information of key ITPC Global Fund Project contacts – SRs Project Focal Points and Finance Focal Points, ITPC WA board members, ITPC WA Regional coordinator, key regional networks and regional strategic partners.*
- *Petty cash management for daily office expenses, and reconciliation of petty cash transactions submitted to the Regional Finance Manager for verification and approval*
- *Design, implement, and maintain hard and e-filing systems*
- *Liaise with IT consultants regarding phone, computer, internet, email and printer connections and issues*
- *Assist with logistical needs for meetings, conferences, and events including travel and hotel reservations*
- *Point person for information technology, building management and other office vendors*
- *Maintain office and supply inventory, including ordering of office supplies*
- *Support the finance team to solicit information on unit costs in the region for the purposes of completing project related deliverables;*
- *Other tasks as may be required*

Education & Experience Requirements

- *Minimum three years' relevant experience in nonprofit, philanthropic sector or related field is required*
- *Undergraduate degree preferred*
- *Advanced computer experience is required – MS Office: Word, Excel, Access, Outlook and PowerPoint, and Adobe. Excellent Excel skills (setting up templates, simple charts, graphs and statistical manipulations)*
- *Basic financial management and logistic skills*
- *The ability to communicate effectively cross-disciplinarily and cross-culturally*
- *Self-starter comfortable collaborating with staff and consultants at all levels of the organization*
- *Interest, experience, and/or academic training in HIV/AIDS, public health, human rights, international development, or related field is a plus*

Key Competencies

- *Basic Project Management skills*
- *Written and oral communication skills both in English and French*
- *Follow-up skills*
- *Judgment and problem solving*

- Planning and organizing
- Work and time management
- Attention to detail
- Information gathering and monitoring
- Integrity
- Stress tolerance
- Adaptability
- Teamwork and collaboration
- Comfort working in a fast-paced environment
- Comfort with organizational change
- Comfort working collaboratively both in-person and virtually
- Eagerness to learn and grow professionally

Compensation

ITPC will provide a competitive salary package based on candidate's experience and skills. Preference for applicants based in Cote d'Ivoire.

Contract length: 12 month.

Start date: 1st January 2019

To Apply

Send resume with salary history and cover letter to infos@itpcwa.org and itpcwarecruitments@gmail.com with the subject line "**Administrative Assistant – Application: Your Name**" by **12th November 2018**.