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PHE – Ethiopia Consortium (Population Health and Environment – Ethiopia Consortium)

Vacancy Announcement

TITLE:	Program Assistant
REPORTS TO:	Executive Director
DUTY STATION:	Addis Ababa

JOB SUMMARY

The Program Assistant will work with program team to assist program related functions. The program assistant provides programmatic assistance to technical/program staffs. S/he perform program related tasks needed to implement planned activities and assist staff to ensure appropriate information sharing among administration, program, and technical PHE Ethiopia Consortium.

RESPONSIBILITIES:

- Perform various administrative supports to the Program Team and the program activities which includes drafting correspondences, provision of supplies and services, proper filing of project documents both electronically and hard copy,...etc
- Assist with the preparation of program materials, manuals and leaflets by collecting information and printing of materials. This includes performing or facilitating the translation of short documents as needed from Amharic to English or Vice-versa.
- Coordinate with program team, finance and operation staff to obtain timely authorization of supporting documentation needed in support of program logistics.
- Assist in the planning 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 coordination of travel for program/technical staff, and assist in preparing and process expense reports. This include travel arrangement, hotel reservation, logistics,...etc
- Assist program/technical staffs 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
- Receive, screen, log and route all program related correspondence and maintain an effective follow up system.
- Assist in coordinating external and internal meetings; including the recording of minutes and/or notes and follow up on implementation of meeting deliberations.
- Keep Program/Technical staffs fully informed of the day-to-day activities and task implementation problems as they arise.
- Collect Periodic Program progress, Training, Workshop, Trip and other reports, file them as appropriate and upon instruction deliver to the necessary Government, Donor and other bodies and partners.

- Maintain up-to date lists of names and addresses of partner organizations, officials and personnel's of relevant government partners.
- Develop and maintain excellent relationships with colleagues and other partner organization
- Provide primary administrative support to the deputy Program director and perform various administrative support duties to facilitate the smooth progress and completion of the program activities.
- Draft contracts and task orders for consultants as necessary and as assigned by the Executive Director.
- Draft correspondence and reports as assigned by deputy director of programs.
- Any other task requested by the Executive Director.

EDUCATION & EXPERIENCE

- BA degree in social science fields with 3 years and above relevant work experience.
- Experience in an NGO environment is desirable.
- Experience in organizing training and workshops including organizing logistics, preparing budgets, ensuring the delivery of invitations
- Computer proficiency in MS Applications and Experience in record keeping
- Fluency in English and Amharic
- Excellent communication and interpersonal skills to work in a multi-disciplinary team setup; and Comfortable with a team approach to programming and the ability to manage several major activities simultaneously
- Ability to work proactively, organize and manage own work and assist others to do the same

SALARY

- As per the organization scale

Deadline for Application: August 8, 2011

Interested applicants should submit application letter stating the position, CV and copies of supporting documents via P.O.Box 4408, E-mail pheethiopia@gmail.com or in person to the **PHE – Ethiopia Consortium office** located at Mamitu Building 3rd floor in front of Bole St. Medhanealem Church, next to Edna Mall.

Please note that we will also receive applications in person on Saturday and Sunday August 6 & 7, 2011.

mccreporter@yahoo.com

Qualified women are encouraged to apply