Job Opportunity

Date: March 7, 2019
Title: Program Administrative Assistant
Reports to: Program Resident Advisor
Number of Vacancies: (1)
Application deadline: Thursday March 21, 2019
Program: Field Epidemiology Training Program- Frontline
Duty station: Liberia

Background:

The Centers for Disease Control and Prevention (CDC), Centers for Global Health (CGH) in collaboration with the African Field Epidemiology Network (AFENET) and Ministries of Health in Sub Saharan Africa is initiating field epidemiology trainings for frontline public health workers. The focus of these field epidemiology trainings will be on increasing the public health systems’ ability to identify and respond rapidly to a possible introduction of infectious diseases including Ebola. This is through improving collection, analysis and dissemination of public health data at the local levels. The trainings are competency based and can be customized to suit local needs. The courses include didactic sessions followed by field work at the participants work location. During the field work, the participants work on projects that are supervised by experienced mentors. The program will work with national partners to improve surveillance and outbreak response at the local level with the support of the local health managers.

AFENET is a not for profit, networking alliance and service organization that brings together field epidemiology training programs (FETPs) across Africa working side by side with Ministries of Health, regional and international partners. AFENET works to strengthen epidemiological and disease surveillance capabilities of African countries that are critical to meeting the requirements of the Integrated Disease Surveillance and Response (IDSR) strategy and the International Health Regulations (IHR).

AFENET is seeking to recruit a highly qualified & experienced person to serve as a Program Administrative Assistant in Liberia.
Duties and Responsibilities

The Program Administrative Assistant will work with the program Resident Advisor to:

- Prepare activity work plans & budgets
- Prepare written correspondences related to the program, including program bulletins
- Provide administrative support for the timely implementation of program activities
- Schedule program meetings and take minutes as appropriate
- Maintain timely submission of AFENET Liberia program reports, including staff monthly time sheets and reports
- Update AFENET Liberia program websites
- Maintain and update relevant contact lists
- Manage logistics/contracts for field work and training sessions including accommodations and vehicle rentals
- Manage payment of per diem and office petty cash
- Prepare photocopies and other logistics for training sessions
- Work with the implementing partner organization to ensure:
  - Timely monthly and quarterly expenditure forecasts
  - Appropriate expenditure documentation and information is transmitted on a timely basis
  - Proper, accurate and accountable documentation for all financial and administrative transactions of the program office
- Liaise with AFENET Liberia service providers when their services are being requested, and when bills are due
- Manage program assets, office stores and inventory
- Supervise the maintenance of a clean work environment at AFENET Liberia offices
- Maintain a service schedule and ensure that office supplies and equipment are well-maintained
- Manage local and international travel for staff and consultants on the program
- Establish and maintain a system for storage and retrieval of documents, reports and correspondence related to the project, including database of LFETP trainees and graduates
- Other duties as assigned by the Resident Advisor

Position Qualification

- The successful candidate should have a minimum of a degree in Business Administration or relevant qualifications.
- Possession of Post graduate qualifications in Project Planning and management is preferred advantage.
- The ideal candidate should have not less than 2 years’ experience in project management, project administration or coordination.
- Previous experience and service in FETP activities is added advantage.
- A mature and committed person with excellent interpersonal skills, a fast leaner and ability to work under minimal supervision
• Excellent Computer knowledge
• Liberian nationality is an advantage

Required qualities:
• Ability to work collaboratively with multiple partners and teams at national and subnational levels.
• Strong interpersonal, communication, leadership, collaborative and good listening skills
• Openness to new ideas and willingness to accept different opinions
• Respect for others, patience and sense of humor
• Willingness to travel for extended periods of time within the country

Benefits: A competitive remuneration

Application Process

Interested candidates should submit their Application Letters detailing their experiences and skills, Curriculum Vitae, copies of relevant academic documents and 3 references online to: The Human Resource Office, African Field Epidemiology Network (AFENET) via Email: sec@afenet.net on Thursday March 21, 2019 by close of business.

*ONLY successful candidates shall be contacted for an interview.

Note: In your application, please provide your name, email address, reliable telephone contact number