

**LIVERPOOL SCHOOL**

**OF TROPICAL MEDICINE**

**JOB DESCRIPTION**

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| **Post:** | **Administrative and Logistics Assistant** |
| **Responsible to:** | **Programme Coordinator** |
| **Location:** | **Nairobi but with travel within Kenya** |

**KEY RESPONSIBILITIES:**

**Administrative support**

1. Plan and coordinate logistics required to facilitate programme /studies operations in the field
2. Collate issues raised in the field stations and escalate them to the appropriate person(s) for action
3. Assist to plan and coordinate support supervision, Trainings, M&E, Baseline activities, meetings by programme team members and MOH partners
4. Maintain inventory of programme equipment and ensure that equipment are serviced and maintained as required
5. Assist to train on-site training administrators to maintain quality administration for the trainings at the six training centres.
6. File documents in a timely manner and assist to maintain the filing system including confidential documents and contracts
7. Run programme errands

**Logistics support**

1. Arrange domestic and international travel and travel itineraries according to programme guidelines.
2. Support preparation and keeping programme documentation up to date- that would include meeting notes, training data bases, baseline survey and M&E registration databases.
3. Organise and coordination transport for programme activities - ground and Airport Transfers
4. Printing, packing and courier of training materials.
5. Liaise with the Division of Reproductive Health for signing of training certificates.
6. From time to time, assist with the data entry and management of M&E, QI and baseline activities

**Finance support**

1. Source for quotations and suppliers for goods and services for training items, consumables, venues and transport.
2. Prepare LPOs and process invoices for purchase of goods and services.
3. Prepare training and workshop payment sheets of participants and facilitators for onward processing by the Finance Officer

Other duties as assigned from time to time.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Education & Training** | Educated to Degree Level or equivalent in business administration, logistics and administration, data management, health care administration or other related disciplines | At least 1-2 year of relevant experience in project/programme assistance and logistics coordination |
| **Experience** | Excellent familiarity with and experience in processes and systems for projects coordination, knowledge. | Experience of working in a relevant area in a developing country |
| **Skills & Abilities** | * Demonstrable ability to organise committees, meetings and workshops * Ability to implement systems * Computer literacy including word processing, spread sheets (including financial) and database package * Strong relationship skills and the ability to work with cross functional groups * Ability to communicate effectively, both orally and in writing * Ability to work as a team member and to develop flexible working relationships with academic and non-academic colleagues * Confidence and ability in dealing with people at all levels across disciplines and cultures * Proven track record of taking responsibility and ownership for problems and following them through to resolution * Strong problem solving, interpersonal and networking skills. | Excellent presentational skills, written and oral |
| **Knowledge** |  | Knowledge of international partnerships and players in area of development and maternal and newborn health |
| **Special aptitude** | * Has effective interpersonal skills and the ability to be sensitive in difficult situations * Sensitivity to a variety of cultures * Ability to work under pressure and without detailed supervision * Able to show discretion and ensure confidentiality * Enthusiastic, positive and energetic approach to work |  |
| **Circumstances** | * Must be able to travel |  |