



Job Description

Job Title:	Project Assistant, Global Labour Programme (GLP) – Kenya
Job Location:	Nairobi, Kenya
Reports to:	Programme Manager (Chief of Party)
Job holder:	Vacant
Department:	Operations, Finance and Performance

Job Purpose:

The post holder will provide administrative and coordination assistance to ensure the smooth operation of the GLP project Team. The Project Assistant will work closely with the Chief of Party, as well as other members of the team on delivery of projects, communications activities and events as required. This role will involve close collaboration with the Programme Management Unit, consortium partners and implementing partners.

Principle accountabilities:

1. Provide administrative and co-ordination support GLI project team

- Provide general administrative support to the GLP project team including support to meetings, reporting, annual team budgeting process, filing and communications activities.
- Schedule team meetings, circulate agendas, minutes and information/documents. Take minutes and actions in team meetings
- Maintain a database of consortium partners and implementing partner contact details, including membership of governance and technical groups
- Act as a first point of contact for consortium partner and stakeholders, both internal and external.
- Support the development of new administrative systems and processes as required to support effective project management.

2. Coordinate and support consortium partner meetings

- Lead on logistics and content development for consortium partner meetings, working with the Chief of Party to ensure agendas reflect priorities and key topics.
- Coordinate logistics for events, including producing guest lists, sending invitations and handling responses. Support to general event logistics.
- Manage venue bookings, conference call facilities, catering, translation and accessibility requirements.
- Ensure minutes and actions from meetings are circulated and progress is monitored.

3. Support GLP project team invoicing and expense claim processes

- Ensure expense claims, payment schedules and invoices relating to the GLP project team and other suppliers and service providers are processed and collaborating with relevant finance teams to ensure that payments are made on time.

4. Coordinate and support the dissemination of programme information, learning and communication materials

- Manage a system to coordinate and centrally collate and disseminate all documentation and information produced by the programme to internal and external partners and stakeholders
- Coordinate administrative project cycle activities, working with internal and external suppliers to develop the annual progress report and other publications, including design, translation and printing.
- Support the development of content and case studies for website and social media as appropriate.

5. Support across organisational working

- Work closely with various teams to make a broad, active and constructive contribution to the overall strategic direction of the OFP Department and wider organisation

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Educated to Diploma level standard or equivalent
- Experience working in administration and/or project management, preferably in an international organisation
- Experience of working with multiple task managers and senior managers
- An understanding of and commitment to equality of opportunity for disabled people

Skills (Special Training or Competence):

- Excellent administration and planning and organisation skills with the ability to multi-task
- Numerate with the ability to work confidently with financial information in Excel
- Excellent written and verbal communication skills
- Strong interpersonal and relationship building skills
- Report writing and minute taking skills
- Event, meeting and travel organisation skills
- Able to travel for up to 6 weeks per year

Core Behaviours:

- Communicating & Influencing
- Change & Improvement
- Team Working
- Planning & Organising
- Delivery & Implementation

Key Relationships**Internal**

- GLP Programme Management Team
- Kenya Country Office Team
- Institutional Funding Team
- Country and Regional Directors and Finance Managers
- UK and programme finance teams

External

- GLP Consortium Partners
- GOK Relevant Ministries
- Trade Unions
- Disability Policy teams
- Relevant external partners and stakeholders in the thematic sectors

As an equal opportunity employer, we actively encourage applications from all sections of the community. Sightsavers is a Disability Confident Leader, and qualified people with a disability are particularly encouraged to apply

Post subject to contract finalization