The PAL Network Secretariat is currently seeking a competent and energetic Program Assistant to be based in Nairobi, Kenya. The Program Assistant will support the Program Manager and the program team to deliver the strategy by: maintaining all shared filing and database systems; coordinating project management; organizing and supporting all network meetings; following up on requests made to network members; and supporting the Program Manager with project activities.

Responsibilities

PROGRAM ADMINISTRATION (50%)
- Maintain shared electronic and paper filing systems for the Secretariat, ensuring that all staff have a full understanding of them, and are fully compliant with them
- Maintain database systems, ensuring that all Secretariat staff have a full understanding of them, and are fully compliant with them.
- Maintain and ensure staff compliance with the electronic Project Management System
- Ensure that specification and deliverables for consultants and suppliers for the PAL Network Secretariat are prepared
- Assist in closing the documentation cycle in contract management and payment processing

SUPPORT TO THE PROGRAM MANAGER (20%)
- Create and maintain a calendar of requests sent out to network members and ensure timely follow-up where appropriate
- Conduct Internet research as requested by the Program Manager
- Draft documents, templates, and presentations as requested by the Program Manager
- Correspond and e-mail with network members as requested by the Program Manager

NETWORK MEETINGS (20%)
- Organise Steering Committee, Working Group and other network meetings and teleconferences, including:
  o Ensuring agenda and background papers are prepared and circulated in advance
  o Ensuring travel and airport transit is booked for international meetings
Ensuring venues, catering, equipment and accommodation are appropriate for the meeting
Managing on-site relations with venue, ensuring meeting rooms and equipment are prepared and catering provided
Taking, seeking approval for, and circulating minutes
Ensuring meeting evaluation is prepared and completed

SECRETARIAT MEETINGS (5%)
- Organise Secretariat staff meetings and retreats, including
  - Ensuring agenda and background papers are prepared and circulated in advance
  - Taking, seeking approval for, and circulating minutes
  - Requesting for venues, catering, equipment, accommodation and transport for Secretariat activities

OTHER (5%)
- Attend and fully participate in network and staff meetings and retreats as required
- Such other duties as may be required from time to time

Person Specification
Evidence that applications meet the essential criteria will be assessed by the following: Application (A), Interview (I), Test (T) and References (R), as indicated below:

Qualifications and Experience
- At least 2 years’ experience of administration including setting up systems (I,R)
- Demonstrable experience of thriving in a fast-paced and energetic organisation (I,R)
- Experience of cross-cultural working an advantage (I,R)

Skills and Competencies
- Excellent organisational skills and the ability to plan the time of both oneself and others (I,R)
- Excellent time management skills and the ability to take initiative with minimum supervision (I,T)
- Excellent interpersonal skills, the ability to communicate clearly and effectively and to build relationships at all levels, taking into account cultural and language differences (I,R)
- Good English written and verbal communication skills (I,T)

Terms and Conditions
- This post is offered as a 2-year contract starting January 9th 2017. The contract may be renewable provided funding is secured for the post and satisfactory progress is made.
- The standard working week is 40 hours per week. However, the demands of the job are likely to be such that a willingness to work longer hours as sometimes required is necessary.

Application Procedure
To apply for this position, please send the following documents to info@palnetwork.org and copy hmwilson@palnetwork.org by the close of business on Friday November 18th 2016:

1. Cover letter (maximum of 1 page)
2. CV (maximum of 2 pages)

Applications should be a maximum of 3 pages in length, as specified in the instructions above.