Terms of Reference (ToRs)

Program Administration and Support

**DURATION:** 6 Months

**LOCATION:** Nairobi Office

The PAL Network is currently seeking a competent and energetic Program Assistant to be based in Nairobi, Kenya. The Program Assistant will support overall program administration by preparing the necessary background and supporting documents; generating requisitions, imprest and petty cash requests; generating payment vouchers, supporting with all meeting and travel arrangements; liaising and tracking translation requests; and conducting internet research where required.

**Responsibilities**

**A. SUPPORTING PROGRAM ACTIVITIES (60%)**
1. Draft supporting documents for requisition for accommodation bookings, flight bookings, interpretation services, meeting venues, printing services, and other goods and services as required
2. Draft supporting documents required for all imprest requests; Compile necessary paperwork and supporting documents to retire imprest
3. Complete output analysis forms for all goods and services received prior to processing payments
4. Review all invoices received from suppliers and vendors as per services provided before starting the payment process
5. Generate payment vouchers for all approved payments as per the specific budget lines from the program budget
6. Prepare claim forms for program expenses where required
7. Support with the consolidation of quarterly activities to aid financial planning
8. Prepare taxi requests for all official program activities
9. Conduct internet research as requested

**B. SUPPORTING TRAVEL AND MEETING ARRANGEMENTS (20%)**
1. Ensure all travel arrangements are made
2. Liaise with meeting venues both domestically and internationally to ensure all necessary arrangements have been made for network meetings, workshops and conferences
3. Obtain necessary information on preferred flight itineraries for all network participants
4. Obtain necessary registration information from network participants during international meetings and conferences
5. Liaise with the procurement officer on international travel bookings for network meetings
6. Prepare travel expense calculators for all network trips
7. Maintain folder containing all pertinent travel information for network members
8. Prepare arrivals and departures spreadsheet for all network meetings, workshops and conferences
9. Prepare meeting folders complete with agenda and all necessary documentation for network meetings, workshops and conferences
10. Ensure reimbursements to network members are accurate, accounted for, and processed on time

C. SUPPORTING DOCUMENT TRANSLATION TRACKING (10%)
   1. Track translation requests and total word count for each individual translator
   2. Cross-reference invoices for translation against tracking spreadsheet on a monthly basis
   3. Liaise with translators on all issues to do with translation requests

D. OTHER (10%)
   1. Attend, and fully participate in, network and staff meetings and retreats as required
   2. Write monthly and annual activity reports, and use these as the basis for monthly and annual engagements/appraisals with supervisor
   3. Perform such other duties as may be required from time to time

Person Specification
The following will assess evidence that applications meet the essential criteria: Application (A), Interview (I), Test (T) and References (R), as indicated below:

Qualifications and Experience
• A degree or diploma in a relevant project administration field (A)
• A minimum of three years of directly related administrative and program support experience, or an equivalent combination of education and experience (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)
• Advanced Microsoft Office skills, especially Outlook, Word, Excel, and PowerPoint (I,T)
• Good English written and verbal communication skills (I,T)

Application Procedure
To apply for this position, please send the following documents to jobs@palnetwork.org by the close of business on 11th September 2020:
1. Cover letter (maximum of 1 page)
2. CV (maximum of 2 pages)