

OPPORTUNITY TO WORK AT THE PAL NETWORK

Program Administration and Executive Support

About PAL Network

The People's Action for Learning (PAL) Network is a south-south partnership of 17 member organizations working across Africa, Asia, and the Americas to assess children's basic reading and numeracy skills. Member organizations conduct citizen-led assessment and action intervention programs aimed at improving learning outcomes. Registered as a standalone NGO in Nairobi (Kenya), PAL Network was formed to accelerate and coordinate the shared work of its members towards achieving common goals and objectives.

Purpose of the Role

The PAL Network is currently seeking a dynamic and versatile Program Assistant to be based in Nairobi, Kenya. The Program Assistant will provide operational and administrative assistance to the program team, perform a variety of administrative coordination and logistical services in support of program's administration and operations as well as assist with information management. Additionally, the ideal candidate will also extend executive support to the senior management team. Specifically, the Program Assistant will perform the following functions.

Job Description

A. SUPPORTING PROGRAM ACTIVITIES (50%)

- Requisition for accommodation bookings, flight bookings, interpretation services, meeting venues, printing services, and other goods and services as required.
- Support with the consolidation of quarterly activities to aid financial planning.
- Prepare taxi requests for all official program activities.
- Liaise with meeting venues both domestically and internationally to ensure all necessary arrangements have been made for network meetings, workshops, and conferences.
- Liaise with the procurement officer for all flight bookings.
- Prepare arrival and departures spreadsheet for all network meetings, workshops, and conferences.
- Prepare meeting folders complete with agenda and all necessary documentation for network meetings, workshops, and conferences.
- Ensure reimbursements to network members are accurate, accounted for, and processed on time.

B. ADMINISTRATIVE ASSISTANCE TO SENIOR MANAGEMENT TEAM (40%)

- Manage senior management team's calendars, schedules, and appointments efficiently.
- Coordinate travel arrangements and accommodation.
- Draft and edit correspondence, reports, and presentations.
- Provide logistical support for meetings, including agendas, minutes, and follow-up actions.
- Conduct research and compile data as required for decision-making.

C. OTHER (10%)

- Attend, and fully participate in, network and staff meetings and retreats as required.
- Write monthly and annual activity reports and use these as the basis for monthly and annual engagements/appraisals with supervisor.
- Perform such other duties as may be required from time to time.

Qualifications

1. A degree in a relevant project administration field.
2. A minimum of 3 years of directly related administrative and program support experience, or an equivalent combination of education and experience.
3. Demonstrable experience of thriving in a fast-paced and energetic organization.
4. Experience of cross-cultural working an advantage.

Skills and Competencies

- Excellent organizational skills and the ability to plan the time of both oneself and others.
- Excellent time management skills and the ability to take initiative with minimum supervision.
- Excellent interpersonal skills, the ability to communicate clearly and effectively and to build relationships at all levels, considering cultural and language differences.
- Advanced Microsoft Office skills, especially Outlook, Word, Excel, and PowerPoint.
- Good English written and verbal communication skills.

Application Procedure

To apply for this position, please send the following documents to jobs@palnetwork.org by the close of business on **31st January 2024**:

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