



JOB DESCRIPTION

POSITION:	Administrative Associate
LOCATION:	Ouagadougou, Burkina Faso
SUPERVISOR:	Associate Director Finance and Operations.
BAND:	GG/6
SALARY:	Commensurate with education/experience

Alive & Thrive (A&T) Global Background

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

Alive & Thrive is an initiative to save lives, prevent illness, and ensure healthy growth and development. Good nutrition in the first 1000 days, from conception to two years of age, is critical to enable all children to lead healthier and more productive lives. Alive & Thrive is scaling up improved infant and young child feeding and maternal nutrition through large scale programs in several countries in Asia and Africa and through strategic technical support and the dissemination of innovations, tools, and lessons worldwide.

New Program Summary (2017 - 2022)

A&T has been working in Burkina Faso since 2014 in close partnership with the government and key NGO stakeholders to increase optimal breastfeeding practices nationally. BMGF has been awarded a new grant for A&T to continue its work in Burkina Faso through 2022 with a focus on maternal infant and young child nutrition.

- At the national level, A&T and its partners will emphasize breastfeeding advocacy and systems strengthening, including the adoption of evidence based guidelines for MIYCN, implementation and sustainability of breastfeeding enabling policies, and enhancement of service delivery (i.e., supportive supervision, training, job aids).
- A&T will continue its intensive work in Boucle du Mouhoun region by scaling up breastfeeding and complementary feeding interventions in facilities, communities and households, and exploring at small scale through implementation learning opportunities to strengthen maternal nutrition through antenatal care services.
- A&T will package and disseminate knowledge on effective delivery approaches and strategies to accelerate implementation of nutrition policies and interventions in Burkina Faso, including through regional efforts in West Africa, amplifying work in Burkina Faso to the region and beyond.

Position Summary



The Administrative Associate will be responsible for providing secretarial, clerical, and administrative support to the project and project team.

Duties and responsibilities

- Receive, direct, and relay telephone messages and fax messages.
- Receive and distribute mails and arrange for UPS/DHL pickups.
- Assist all visitors and take/provide adequate messages when required.
- Assist with document management including filing, retrieving, and entering information in to database.
- Provide secretarial support service as necessary,
- Post information on staff bulletin boards and update regularly.
- Maintain an updated employee telephone list and other contacts.
- Process office supply requests and place orders.
- Assist in the planning and preparation of meetings, conferences, and conference telephone calls.
- Coordinate the repair and maintenance of office equipment and office facilities.
- Take part in administrative meetings to assure secretarial follow-through.
- As may be directed by the Supervisor, co-ordinate events, meetings and occasions held by the program; follow up on arrangements to ensure such events, meetings and occasions are successful.
- Provide support for all departments that are in line with the general concept of this position.
- Responsible for petty cash management.
- Any other relevant duties as assigned by supervisor.
- As assigned by the supervisor, manage and follow up on all local and international business travel arrangements and logistics.

Education, Experience, Certifications and other Abilities – Essential:

- Degree in Secretarial Science and Office Management or accounting and finance.
- Minimum 3 years of relevant work experience, NGO experience is desirable.
- Knowledge of administrative and clerical procedure.
- Knowledge of principles, practices, and procedures of an office environment.
- Must have strong customer service skills with the ability to multi-task.
- Well organized and ability to prioritize tasks.
- Ability to effectively work in a team.
- Practical knowledge of using Microsoft office application, outlook etc.
- Ability to work with minimum supervision.
- Excellent communication skill in French. Knowledge in English preferred.

To apply for the position, please visit: www.aliveandthrive.org , or submit CV and letter of interest to aliveandthriveburkinafaso@gmail.com.