

JOB DESCRIPTION

Title: Program Assistant

Department: Learning Resources Coordinator

Department: Programs, HIV/AIDS Twinning Center

Location: Pretoria, South Africa

Reports To: John Capati, AIHA Country Director/South Africa

PRIMARY DUTIES:

The American International Health Alliance (AIHA) seeks a Program Assistant to work in its regional offices in Pretoria, South Africa. The incumbent will assist in the coordination of activities for AIHA's HIV/AIDS Twinning Center programs — including partnership and Volunteer Healthcare Corps (VHC) activities — in Botswana, Namibia, South Africa, Zambia, and other countries as needed.

The Program Assistant will work closely with the AIHA Country Director in South Africa, as well as various Program Associates and the VHC Coordinator based in AIHA's Washington, DC headquarters. The incumbent will also work closely with AIHA partners and VHC volunteers to provide general program administration and support, including but not limited to assistance with implementation, communication, travel logistics, monitoring and evaluation, and reporting.

ESSENTIAL DUTIES

Administration:

- Provide substantial logistical support to partners and volunteers prior to and during exchange visits/placements, including but not limited to the following: assisting with visa processing, arranging lodging and meeting spaces, airline and rental car reservations, and translation and interpretation of documents
- Coordinate local logistics for the annual partnership meeting and other program meetings
- Schedule, coordinate, and participate in partnership/volunteer meetings
- Serve as an information source on partnership policies, procedures, and program administration guidelines
- Find and catalog the latest resources and information on HIV/AIDS and other healthcare and related issues in the region

- Develop and organize program and administrative files and an efficient filing system (paper and electronic)
- Other duties as identified

Program:

- Work with Twinning Center staff, partners, and volunteers to develop and maintain program work plans and budgets, making changes and updates as appropriate
- Keep abreast of all program activities and maintain close contact with partners, volunteers, and other collaborators
- Assist partners and volunteers with the development, editing, finalization, and packaging of program reports and materials
- Implement partnership monitoring and evaluation (M&E) activities for program implementation, utilizing existing M&E systems and developing new ones as needed
- Respond to inquiries from internal and external sources about AIHA programs
- Provide partnership updates to AIHA staff, partners, and stakeholders on a regular basis
- Assist in the development, writing, editing, finalization, and packaging of funding proposals
- Identify possible new funding sources/opportunities and develop contacts with possible new collaborators

QUALIFICATIONS

- Degree in social science/health with minimum of two (2) years equivalent work experience in health/social programs
- Extensive knowledge of or experience in program management and support procedures
- Proven ability to implement multidimensional projects
- Ability to develop and maintain close relationships with various stakeholders
- Self-starter, with strong multi-tasking and problem-solving skills
- Ability to work independently, as well as in team environment
- Must be very dependable and detail oriented
- Excellent verbal and written communication skills
- Personal and professional maturity and sound judgment
- Knowledge of public health, particularly HIV and AIDS programs
- Fluency in English required; proficiency in local languages preferred
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Access).
- Must be willing to travel 25-35 percent of the time

ADA SPECIFICATIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit, use hands to finger, handle, or feel objects, tools or controls; stoop; reach with hands and arms; balance; talk or hear. The employee must occasionally lift and/or move up to 50 pounds (22.68 kg). Specific vision abilities required by the job include close vision, distance, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.