Stand No. 1186, Crn, Addis Ababa Drive/ Chaholi Road, Lusaka

Project Assistant

Location :	Zambia National Public Health Institute
Application Deadline :	September-2023 **(Midnight Lusaka, Zambia)**
Additional Category :	Zambia COVID-19 Emergency Response and Health Systems Preparedness Project (ZCERHSP)
Type of Contract :	Time Based Contract
Post Level :	Support Staff
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	October-2023
Duration of Initial Contract :	Until 31 December 2023, with possibility of extension
Expected Duration of Assignment :	Until 31 December 2023, with possibility of extension

The Zambia National Public Health Institute (ZNPHI) is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are

equally encouraged to apply. All applications will be treated with the strictest confidence.

ZNPHI does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Background

The Position:

The Project Assistant position is located within the Zambia COVID-19 Emergency Response and Health Systems Preparedness Project (ZCERHSP) Project Implementation Unit at the ZNPHI Office, Lusaka. Under the overall supervision of the Project Manager, the Project Assistant will assist in implementation of the ZCERHSP in Zambia.

The Project Assistant is part of a team, which provides integrated project and operational support within a systems strengthening approach fundamental to the overall ZNPHI and Ministry of Health COVID-19 and Health Systems Preparedness implementation strategy. The Project Assistant works in close collaboration with the Administrative/Financial, Programme and Project staff to exchange information and ensure consistent service delivery.

Job Purpose:

The Project Assistant provides programme, administrative and financial support to the programme and operations team in implementation of the ZCERHSP.

The Project Assistant works with and provides support to the members of the ZNPHI COVID-19 Project programme and operations team. He/She liaises with staff and other personnel to promote achievement of common goals and shared objectives and demonstrates personal commitment to ZNPHI's mandate and organizational vision.

Both internal and external contacts include exchange of information on broader aspect of the work area, which may also include providing clarification of non-routine matters involving some technical input.

Duties and Responsibilities

The Project Assistant:

- Provides significant input into arranging programme activities, including supporting programme officers in preparation of budget, arranging venues, materials, helping in preparation of the presentations.
- Contributes to the preparation of programme and financial reports and follow up actions by collecting information, preparing tables, drafting selected sections of the report etc.
- Assists in developing tools and mechanisms for effective and efficient implementation of programme and project budgets.
- Assist to coordinate Programmes by providing information for controlling allotments, monitoring expenditures and preparing budget revisions.
- Assists with programme related procurement of services/goods and ensures that procurement is in accordance with ZNPHI Procurement Procedures: collects supporting documents; obtains price quotations and prepares comparative tables; makes logistical arrangements for the delivery, including customs clearance and distribution; obtains Receipt and Inspection Reports and acceptance reports from national counterparts.
- Compiles relevant background materials and prepares briefs and summaries if requested.
- Maintains database of public information contacts and potential donors.
- Arranges programme meetings, including organizing the venue, preparing draft minutes of programme meetings, communicating draft minutes to the participants and receiving feedback.

- Assists in the archiving, filing, and maintenance of up to date electronic mailing lists on programme and technical matters. Ensures quality and completeness of filing of programme documents.
- Undertakes all logistical, administrative and financial arrangements required for the successful planning and delivery of technical workshops, inter-agency meetings, panel discussions, roundtables, missions, and other events organized by the output managers in close collaboration with the operations team. This may include liaising with event management companies and caterers supporting the procurement process for these and related services.
- Provides logistical support to programme events by gathering and compiling data and information for the preparation of events documents, speeches and position papers. This includes (but is not necessarily limited to) preparing and distributing COVID-19 , ZNPHI authorization letters; collecting and following up on nominations and registration; preparing list of participants; managing programme related travel and visa requirements, circulating events materials.
- Performs assigned tasks within Global Programming System for COVID-19 project management and assists in the implementation of Fiduciary activities (spot check, audit, micro-assessment, etc.)
- Creating PO-s in STEP and other tasks outlined with buyer profile.

Competencies

Values:
- Exemplifying honesty, trustworthiness, confidentiality and integrity
- Demonstrating commitment to ZNPHI
- Embracing cultural diversity
- Embracing change

Core Competencies:
- Achieving results

- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact

Functional Competencies:
- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking

Required Skills and Experience

Education:
- Completed secondary level education required. First level university degree desirable.

Knowledge and Experience:
- 5 years of previous relevant experience in administration or project/programme management;
- Previous experience in the Government or other international organization is an asset;
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc.
- Knowledge of STEP (Systematic Tracking of Exchanges in Procurement) , Systems Applications and Products in Data Processing (SAP), Navision or other financial management system is an asset;
- Good writing, editing and communication skills.

Languages:
- Fluency in English is desirable