

## **TITLE OF THE POSITION: Program Assistant**

### **ROLE PROFILE**

Provides clerical and planning support to a WASRO Coordinator, the role will support every program with administrative and realistic technical support within their competence. The position will work under the supervision of the WASRO Coordinator.

### **KEY RESULT AREAS**

Under the supervision of the WASRO Coordinator, the Programme Assistant will provide support in programmatic and administrative tasks, and also support the FAWE programme department.

The Programs assistant will be in support of the programs by report writing, editorial work for the officers

### **KEY ACTIVITIES**

- Assist the Coordinator WASRO in preparing, compiling and disseminating program materials and documents.
- Manage Coordinator WASRO agenda and facilitate Coordinator WASRO appointments, meetings including travel and logistical arrangements.
- Assist to coordinate the application process for available scholarship opportunities for National Chapters.
- Provide support in developing an Alumni Database for FAWE beneficiaries and also assist in coordinating the Alumni activities across the WASRO region.
- Provide support to the programme staff, in the ongoing programme implementation, monitoring and evaluation (Strategic Plan, Annual Work Programmes, monitoring, etc.)
- Participate in proposal development for FAWE's program funding at the Regional Secretariat and WASRO region.
- Support in preparation of regular technical and progress reports on NCs' programmatic activities and status and achievements made in girls' education.
- In liaison with the programme staff, ensure smooth and regular information flow between FAWE Regional Secretariat and National Chapters.
- Maintain an efficient filing and document retrieval system for project documents and any other relevant document.
- Handle all logistics of workshops, events, meetings related to programme activities including taking meeting notes, as needed.
- Support the development and / or review of concept papers to potential funding partners, Conduct market research and marketing initiatives to assess priorities and identify new opportunities for resource mobilization.
- Participate in programme review and planning meetings.
- Any other tasks assigned by the Coordinator WASRO for smooth management and coordination of FAWE's work programme.

## **COMPETENCIES REQUIRED**

- A Bachelor's degree in Education, Gender, Development Studies, or other relevant field
- Minimum of 3 years' experience in a support function to programme implementation in an NGO or a development agency
- Understanding of education and gender issues, challenges and trends within Africa and internationally
- Experience in Programs, policy influencing, community advocacy, and resource mobilization would be a plus
- Mastery of French and English language

## **ORGANISATIONAL STRUCTURE (WORKING RELATIONS)**

**Reports to:** WASRO Coordinator

## **PERSON SPECIFICATION**

- Exhibits ability to multitask on a regular basis.
- Pays close attention to detail.
- Is proficient in the use of Microsoft programs such as Word, Excel, and Power Point.
- Demonstrates familiarity with basic office equipment such as fax machines and intercom systems.
- Exhibits friendly and professional demeanor.
- Works well with a range of different individuals.
- Possesses excellent phone and email etiquette.
- Demonstrates knowledge of proper compositional practices to aid in writing and proofreading.
- Is capable of multitasking efficiently on a regular basis.
- Exhibits strong organizational skills.
- Communicates clearly, politely, and effectively.
- Demonstrates ability to think creatively to assist in special event planning and marketing.
- Is capable of leaving the office to run errands throughout the day.
- Demonstrates excellent time-management skills
- Must be willing and able to travel periodically.