

July 30, 2019

Vacancy Announcement

Child Health and Mortality Surveillance (CHAMPS) Ethiopia

Project Admin Assistant

We are seeking to appoint a full-time Project Assistant and Cashier to be based in Harar, to support the development of the new Child Health and Mortality Prevention Surveillance Program. This is a collaboration between Haramaya University, the London School of Hygiene & Tropical Medicine and Emory Global Health Institute. The post-holder will be responsible for assisting the project and also running the project cashier works on pity cash with administrative activities in running the CHAMPS program. He/she will be expected to: assist in recruiting and managing administrative staff, maintaining accounts, procuring equipment, coordinating meetings, preparing reports and minutes, pity cash holding, processing perdiems, procuring small things, facilitating payment for trainings, workshops and meetings and work with the international and local team.

HARAMAYA UNIVERSITY, OROMIA, ETHIOPIA

Haramaya University is one of the oldest Universities in Ethiopia, with its first intake in 1954. It is about 17km from the city of Harar, 40km from Dire Dawa (where there is a regional airport), and 510km East of Addis Ababa. The College of Health and Medical Sciences is based on a campus in Harar town to facilitate training of students in nearby hospitals. This campus also hosts the office of the two Health and Demographic Surveillance Systems (HDSS).

CHILD HEALTH AND MORTALITY PREVENTION SURVEILLANCE NETWORK (CHAMPS)

The Child Health and Mortality Prevention Surveillance network (CHAMPS, <http://champshealth.org/>) is a new global health surveillance network funded by the Bill & Melinda Gates Foundation, aimed at understanding the causes of child death in developing countries, particularly sub-Saharan Africa and South Asia. The Emory Global Health Institute, which houses the U.S. office of the International Association of National Public Health Institutes (IANPHI), is the lead partner in the network and has worked with the London School of Hygiene to develop the collaboration with Haramaya University.

JOB DESCRIPTION

Post:	Project Admin Assistant
Location	Haramaya University, Oromia, Ethiopia
Responsible to:	Nega Assefa
Full Time/Part Time/Casual:	Full time
No. of posts	1
Duration of contract	1 year with likely extension
Salary:	12,000 Birr per month

Place of Application

- Haramaya University Human Resource and Development Directorate office, Administration Building 1st Floor, Room No. 114 at Haramaya

- Haramaya University College of Health and Medical Sciences, Human Resource Management and Development Associate Director Office, No.7 at Harar.
- Haramaya University Liaison Office at Addis Ababa, Arat Kilo. Former Germany Cultural Institute Building Office No.15.

Deadline for Application Within 10 (Ten) Working days after the announcement of this vacancy

Principal Duties and Responsibilities

The post-holder will work full-time at the CHAMPS site in Harar, Eastern Ethiopia. The post-holder will be expected to: assist in recruiting and managing administrative staff, maintaining accounts, procuring equipment, coordinating meetings, preparing reports and minutes, and work with the international and local team.

Key Responsibilities

1. Handle the pity cash, small payment
2. Process per diems
3. Manage the attendance of all staff and renew the contract
4. Coordinate the administrative team for Child Health and Mortality Prevention Surveillance network site in Kersa/Harar
5. Support procurement of equipment and consumables for the project
6. Manage the project accounts, expenditures, and budgeting
7. Recruit administrative staff to the project as needed and manage these staff
8. Support recruitment processes for clinical, scientific and laboratory staff.
9. Coordinate CHAMPS team meetings and lead administrative meetings
10. Prepare reports for CHAMPS for local and international use
11. Communicate and liaise with the CHAMPS team in Ethiopia, as well as national and international collaborators

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder. The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dr Nega Assefa.

PERSON SPECIFICATION

Essential requirements

1. BA in a relevant subject (eg Accounting, Communication and Journalism, Business Management, Management, Economics)
2. Excellent oral and written communications skills in English

Desirable requirements

1. Management experience (in supervision, training, planning)
2. Accounting or budget management experience
3. Experience in administrative work in higher education, research or NGOs
4. Oral and written communication skills in Amharic and Afan-Oromo languages