

Program Assistant

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Company: Jhpiego

Location: Garoua

Category: other-general

Responsibilities

Provide administrative support in the design, implementation, and monitoring of SEMBE project activities.

Assist the program team, technical team and administrative staff in producing documents, reports and presentations as well as materials for distribution (including word processing, computer graphics, layout, photocopying, .

Responsible for recording and disseminating program meeting minutes.

Assist with preparing and monitoring project budgets.

Order training materials in coordination with the Program team leaders and ensure that training materials and supplies reach training sites in a timely manner.

Ensure that required technical and administrative reports are submitted in a timely way.

Assist with organizing of meetings, field visits, and other activities.

Assist with maintaining the management calendar and keeping it up-to-date.

Assist with gathering technical updates for program planning, training, components of evaluations, and other studies on related programs.

Assist in preparation of monthly, quarterly, and annual work plans.

Assist with other programmatic and administrative duties as required.

Required Qualifications

A basic university degree (BAC +2) in social sciences or a health-related field is required, and additional post-graduate certifications are an added advantage.

Self-management is necessary (. motivation, dealing with pressure, adaptability).

Ability to communicate effectively, instilling trust and confidence.

Ability to handle a variety of different assignments sometimes under pressure of deadlines.

Be cooperative, competent, hardworking, flexible, and dependable.

Ability to coordinate information and logistics for programs and activities.

Good team player

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