GLOBAL HEALTH WORKFORCE PROGRAMME (GHWP)

JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT

<table>
<thead>
<tr>
<th>Job title</th>
<th>Administrative Assistant</th>
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<tbody>
<tr>
<td>Location</td>
<td>Home based – Accra, but must be willing to travel to meetings and events</td>
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<tr>
<td>Contract type</td>
<td>Consultancy: Fixed term, part-time role until March 2025. 1.5 days a week</td>
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<tr>
<td>Salary</td>
<td>£6,072 p/a pro rata</td>
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<td>Key Contact</td>
<td>The Administrative Assistant will report to the THET In-Country Consultant and In-Country Grants Officer.</td>
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INTRODUCTION TO THE GLOBAL HEALTH WORKFORCE PROGRAMME

Funded by the Department of Health and Social Care, the Global Health Workforce Programme (GHWP) will aim to develop the health workforce (HWF) in Ghana, Kenya, and Nigeria, supporting them to build stronger, more resilient health systems for post-pandemic recovery and to make progress towards universal health coverage.

Grants for UK-LMIC and cross-LMIC partnerships will be awarded to respond to national HWF priorities identified through a scoping assessment carried out by THET in September/October 2023.

With a strong focus on building local ownership and sustainability, these partnerships will contribute to the following programmatic outcomes:

1. Partnerships contributing towards improved health workforce leadership capacity aligned with health workforce strategies, that will support reduction in gender inequalities.
2. Partnerships aligning with and contributing towards retention and wellbeing strategies.
3. Improved number and quality of training opportunities for health workers.
4. Co-developed and documented learning on health workforce interventions shared with key national and international stakeholders.

THET will award up to 20 strategic grants of £200,000 - £350,000 that feed into the country scoping priorities and outputs outlined above. The grants will broadly be split across the three countries, however the exact split is dependent on the number and quality of applications received.

Up to 15 smaller grants of up to £50,000 will also be available for projects that tackle specific areas such as innovation, rural health facilities, leadership opportunities for women and protected groups, and the climate crisis.

Grants will be available to UK-LMIC health partnerships and LMIC-LMIC health partnerships. There are no institutional eligibility criteria as long as ODA rules are followed, so grants can be awarded to healthcare providers, royal colleges, universities, professional associations, NGOs, alliances, diaspora networks etc, but not to Ministry of Health departments.
This document serves as a Terms of Reference for the type of work the THET Grants Consultant should expect to carry out as part of this.

**MAIN RESPONSIBILITIES**

1. **Organise in-person and online events logistics**
   - Source and book venues, liaising with the supplier
   - Support the THET in-country consultant with invitations
   - Organise travel and accommodation for THET staff, consultants and external stakeholders
   - Assist with the production of event briefing materials
   - Provide logistical support on the day, such as: registration; stakeholder travel reimbursement; comprehensive note-taking; venue liaison.

2. **Secretariat to the National Oversight Mechanism (NOM)**
   - Liaise with the THET in-country consultant to prepare the agenda and briefing materials for NOM meetings
   - Where appropriate, source and book meeting venues
   - Take clear and comprehensive notes
   - Organise honoraria payments and expense reimbursements

3. **Provide support to the grants management function**
   - Support the Grants Officer and international team with grants management travel and logistics.
   - Compile aggregated data from grant holder reports
   - Take clear and comprehensive notes in grant holder meetings where required

4. **Support the In-Country Consultant**
   - Provide ad hoc administrative and logistical support to the in-country consultant as required.

**PERSON SPECIFICATION**

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<tr>
<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>Diploma / Advanced Diploma in a relevant discipline. Ghana Certificate of Education</td>
<td>Advanced Diploma in a relevant discipline</td>
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| Experience | • Experience of working in a team environment.  
• Budget preparation, tracking or monitoring.  
• Preparing written communications to a range of audiences. | • Experience of working in an office environment  
• Experience of working with international colleagues |
|---|---|---|
| Skills | • Excellent command of written and spoken English.  
• Excellent administrative and logistical skills.  
• Well-developed IT skills and competence in Microsoft Word, Excel and PowerPoint  
• Excellent time management skills and ability to manage competing deadlines.  
• Team player able to work independently when required and to manage a diverse and heavy workload.  
• Attention to detail.  
• Good financial management skills.  
• Ability to write clear and concise briefings. | • Ability to analyse, synthesise and communicate complex issues in a clear manner.  
• Excellent interpersonal skills and confidence |
| Values | • Strong commitment to THET’s cause and values.  
• Highly motivated self-starter.  
• Flexible and adaptable. |