

# **PROJECT & ADMINISTRATION OFFICER**

## **TROPICAL HEALTH EDUCATION TRUST**

**SUBJECT:** **JOB/VACANCY ANNOUNCEMENT**

**TITLE OF POSITION** Project & Administration Officer (Full-Time 40 hours per week)

**LOCATION OF WORK** Ethiopia (Addis Ababa)

**REPORTS TO:** Country Director, Ethiopia (the role works in collaboration with Programmes Team and HR and Operations team in the UK)

### **About Us**

The Tropical Health and Education Trust (THET) is a UK charity that focuses on training and educating health workers in Africa and Asia. Our mission is to strengthen health systems in low- and middle-income countries by improving the quality of healthcare services through training and education of health workers. They aim to achieve this by working in partnership with governments, academic institutions, professional associations, and other organisations. We are seeking a highly motivated and skilled Project and Administration Officer to join our new team in Ethiopia.

### **Overall Purpose of the Job:**

We are seeking a highly motivated and detail-oriented individual to join our team as the Project and Admin Officer. This role is pivotal in ensuring the seamless operations of our projects in our newly established Ethiopia office. The successful candidate will lead community mobilisation activities, collect data for reporting purposes, have strong relation-building skills, basic office administration knowledge, and a keen eye for detail. Reporting directly to the Country Director in Ethiopia, this role will work collaboratively with our UK headquarters Programmes, HR, and Operations teams.

### **Key Responsibilities**

#### **Project Management Support:**

- Contribute to project planning, execution, and closure, ensuring alignment with set objectives.
- Generate essential project documentation, including reports, schedules, and status updates, for both internal teams and external stakeholders.
- Organize and coordinate project meetings, liaising with stakeholders to schedule and facilitate discussions, ensuring their active participation and input.
- Collaborate with the project manager to track progress, timelines, and stakeholder feedback, ensuring effective communication throughout the project lifecycle.
- Ensure clear and timely dissemination of project updates to all relevant parties, maintaining transparency and accountability.
- Foster communication and collaboration among internal teams, external partners, and stakeholders to facilitate project activities, and addressing concerns promptly.
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#### **Administrative Support:**

- Maintain digital and physical project records, ensuring accessibility and confidentiality as required.
- Manage project-related documentation effectively, including version control and distribution to relevant parties.
- Perform essential administrative tasks to support office operations, including but not limited to scheduling, correspondence, and resource management.

## Person Specification

### Qualifications, Skills and Experience Required

- Relevant bachelor's degree. Preferably Nursing or public health.
- Demonstrated experience in project management and office support roles.
- Proficiency in Microsoft Office Suite especially Word, Excel, PowerPoint, Outlook and Teams, and other relevant digital tools.
- Exceptional attention to detail and organisational prowess.
- Excellent written and verbal communication skills.
- Proven capacity to work both independently and collaboratively.
- Possession of a project management certification is advantageous.

### Working Relationships

- Directly reports to the Country Director, Ethiopia.
- Work in close coordination with the Programmes, HR and Operations team in the UK.

### What We Offer

- Competitive salary.
- An exciting opportunity to contribute to our newly established Ethiopia office.
- Access to professional development opportunities.
- The chance to make a meaningful impact in the health sector inside and outside Ethiopia.

### How to Apply for this Role

Candidates can apply by submitting a cover letter (two-page maximum) stating why they are interested in this position, what they would bring to the role and how they fit the person's specification. This letter should be submitted with a CV **to jobs@thet.org by midnight on 10th March 2024 and state 'Project and Administration Officer - Ethiopia' within the email title**. Applicants must be available for interview and assessment the following week. THET is an equal-opportunity employer, and any form of canvassing will lead to automatic disqualification.