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**GLOBAL HEALTH WORKFORCE PROGRAMME (GHWP)**

**JOB DESCRIPTION – ADMINISTRATIVE SUPPORT**

<b>Job title</b>	Administrative Support
<b>Location</b>	Home based
<b>Contract type</b>	Consultancy: Fixed term, part-time role (2-3 days pw)
<b>Duration</b>	Start ASAP, ending end of Dec 2024
<b>Salary</b>	Daily rate
<b>Key Contact</b>	The Administrative Support will report to the THET Programmes Manager

**INTRODUCTION TO THE GLOBAL HEALTH WORKFORCE PROGRAMME**

Funded by the Department of Health and Social Care (DHSC) and managed by the Tropical Health and Education Trust (THET), the **Global Health Workforce Programme (GHWP)** aims to develop the health workforce (HWF) in Ethiopia, Ghana, Kenya, Malawi, Nigeria and Somaliland supporting them to build stronger, more resilient health systems for post-pandemic recovery and to make progress towards UHC.

Grants for UK-LMIC and cross-LMIC health partnerships will be awarded to respond to national HWF priorities identified through a scoping assessment carried out by THET with DHSC, FCDO, national Governments and stakeholders (such as local World Health Organisation offices). These grants will run until December 2025.

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 28-36 strategic grants of £100,000 – £350,000 that feed into the country scoping priorities and outputs outlined above. The grants will broadly be split across the six countries; however, the exact split is dependent on the number and quality of applications received and broader priorities.

20-28 smaller grants of up to £50,000 will also be available for projects that tackle specific areas such as innovation, rural health facilities, diaspora engagement, 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 Administrative Support should expect to carry out as part of this.

## **MAIN RESPONSIBILITIES**

### **1. Oversee consultants' invoicing and payments process and staff expense claims**

- Prompt consultants to send invoices at the end of the month
- Review receipts and time claimed against contract and allowable expenses, file documents and send to Programme Manager for approval
- Monitor consultants' time and expenses in trackers
- Review expense claims from THET staff related to GHWP, file documents and send to Programme Manager for approval
- Follow up with Finance team regarding payments

### **2. Oversee the National Oversight Mechanism invoicing and payments process**

- Prompt in-country Admin Assistants to send invoices to NOM upon completion of activities, and follow up if necessary
- Admin Assistants will check receipts and time claimed against honoraria agreements and allowable expenses and send to Programme Manager for approval, cc'ing Admin Support
- Monitor payments in tracker
- Follow up with Finance team regarding payments

### **3. Provide support to recruitment/contracting process**

- Support with developing/adapting recruitment documents (application log, creating folders in Sharepoint)
- Support with drafting contracts based on information provided by Programme Manager/Coordinator

### **4. Provide support to reporting process**

- Support with development of templates and updating basic information in the report
- Proofread and format reports before finalisation and submission by the Programme Manager

### **5. Support the Programmes Manager and Programmes Coordinator**

- Provide ad hoc administrative and logistical support to the team as required
- Support with filing documents in Sharepoint
- Support with drafting briefings
- Support with setting up meetings and comprehensive note-taking

## PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Qualifications</b>	Diploma / Advanced Diploma in a relevant discipline. Certificate of Education	Advanced Diploma in a relevant discipline
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a team environment.</li> <li>• Budget preparation, tracking or monitoring.</li> <li>• Preparing written communications to a range of audiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an office environment</li> <li>• Experience of working with international colleagues</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent command of written and spoken English.</li> <li>• Excellent administrative and logistical skills.</li> <li>• Well-developed IT skills and competence in Microsoft Word, Excel and PowerPoint</li> <li>• Excellent time management skills and ability to manage competing deadlines.</li> <li>• Team player able to work independently when required and to manage a diverse and heavy workload.</li> <li>• Attention to detail.</li> <li>• Good financial management skills.</li> <li>• Ability to write clear and concise briefings.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to analyse, synthesise and communicate complex issues in a clear manner.</li> <li>• Excellent interpersonal skills and confidence</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>• Strong commitment to THET's cause and values.</li> <li>• Highly motivated self-starter.</li> <li>• Flexible and adaptable.</li> </ul>	

Candidates must submit their CV along with a cover letter of no more than two pages to [jobs@thet.org](mailto:jobs@thet.org) by 22<sup>nd</sup> of September 2024, with 'Admin Support' in the subject line.