



Job Title:	SiLPHIA Program Assistant
Duration of Contract	12 Months
Location:	Freetown, Sierra Leone
Preferred Start Date:	January 1, 2024

POSITION SUMMARY

ICAP at Columbia University is an international non-governmental organisation that aims to ensure the wellness of families and communities by strengthening health systems around the world.

ICAP in Sierra Leone is hiring a SiLPHIA Program Assistant to provide administrative and operational support to ensure the efficient implementation of the Sierra Leone Population HIV Impact Assessment (SiLPHIA) survey. Funded by the U.S. Centers for Disease Control and Prevention (CDC) and implemented with technical and management assistance from ICAP at Columbia University, the SiLPHIA survey is conducted in collaboration with the Ministry of Health (MoH), the National Public Health Agency (NPHA), and Statistics Sierra Leone (STATS SL).

Reporting to the Senior Operations Manager, the Program Assistant will be responsible for supporting procurement, logistics, stakeholder communication, and assisting with documentation and reporting, ensuring project requirements and deadlines are met efficiently.

MAJOR ACCOUNTABILITIES

Administrative Support:

- Assist the Senior Operations Manager in coordinating administrative and logistical activities for the survey.
- Maintain organized records of project documentation, including contracts, amendments, deliverables, and correspondence.
- Draft routine correspondence, meeting minutes, and reports as directed by the Senior Operations Manager.

Coordination and Communication:

- Serve as a point of contact for survey-related stakeholders, ensuring timely communication and addressing queries or concerns under the guidance of the Senior Operations Manager.
- Support the scheduling and coordination of meetings, including preparing agendas, presentations, and logistics.
- Liaise with internal and external stakeholders to ensure alignment of project activities and timelines.

Operational and Logistical Support:

- Assist in coordinating logistical arrangements for project staff and subcontractors, including travel, accommodation, and site visits as required.
- Support inventory management for materials and supplies, ensuring accurate tracking and timely replenishment.
- Assist with organizing workshops, training sessions, and other project-related events, ensuring smooth execution and adherence to timelines.

Documentation and Reporting:

- Prepare and update trackers to monitor deliverables, payments, and compliance milestones.
- Assist with compiling data and preparing reports for submission to the Senior Operations Manager and project leadership.
- Ensure that all records and documentation meet audit and compliance requirements.

General Support:

- Provide clerical support, such as filing, scanning, photocopying, and maintaining electronic and physical files.
- Assist with any additional tasks assigned by the Senior Operations Manager to ensure the successful implementation of project activities.

MINIMUM EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS:

- Bachelor's degree in Business Administration, Project Management, or a related field. Equivalent experience in an administrative or operational support role may be considered.
- At least three years of experience in program support, administration, or logistics, preferably in public health or international development projects.
- Familiarity with donor-funded projects, particularly CDC or PEPFAR, is an added advantage.
- Strong organizational skills with the ability to manage multiple tasks and meet deadlines in a dynamic environment.
- Excellent written and verbal communication skills in English.

- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and other project management tools.
- Attention to detail and ability to maintain accurate records.
- Strong interpersonal skills and the ability to work effectively with diverse teams.
- Flexibility to work extended hours and travel as needed.