

## Job description

<b>Job title</b>	Administrative Assistant Intern
<b>Department</b>	Finance and Administration
<b>Location</b>	Abuja, Nigeria
<b>Reporting to</b>	Administration Officer
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Options teams
<b>Hours</b>	Full time
<b>Type of contract</b>	Fixed Term – 3 months

### Organisation

We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.

With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.

As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.

We believe in a world where everyone can access the high-quality health services they need, without financial burden.

### Relevant programmes:

#### Evidence for Action-MamaYe

Since starting in 2012, the Evidence for Action (E4A) programme has used a combination of evidence to drive accountability for maternal and newborn outcomes. The Evidence for Action (E4A) programme and its associated campaign ['MamaYe'](#) aims to improve adolescent and maternal health, newborn survival rates and quality of care in six sub-Saharan countries.

E4A-MamaYe acts as a catalyst for action, using evidence strategically to generate political commitment, strengthen accountability and improve planning and decision making at sub-national and national levels. Advocacy is driven forward under the MamaYe brand, which augments the visibility and profile of our reproductive, maternal, newborn, child and adolescent health (RMNCAH) work and channels the collective energy and investments of other stakeholders committed to improving RMNCAH outcomes. E4A-MamaYe has worked intensively in Ethiopia, Ghana, Malawi,

Sierra Leone, Nigeria, Kenya and Tanzania, reinforcing national level advocacy through engaging in regional and global advocacy campaigns and accountability platforms.

### **Women Integrated Sexual Health (WISH)**

The Women's Integrated Sexual Health Programme (WISH), funded by UKAid, prioritises the poorest and most in need, particularly young and marginalised women, increasing the number of ways and places they can access the vital family planning services they need, and helping to avert tens of thousands of maternal deaths.

Operating in Burkina Faso, Chad, DRC, and Nigeria - the programme focuses on:

- Strengthening individuals' knowledge and choice, and building community support for sexual reproductive health rights
- Driving sustainability and national ownership of sexual reproductive health programmes through supportive legal, financial and policy frameworks
- Improving access to and expanding choice of voluntary family planning and other sexual reproductive health services through evidence-based innovations and best practice

### **SAFIRE**

The Safire Programme aims to reduce adolescent deaths and injuries from unsafe abortion in Kenya, Nigeria and South Africa. Options Consultancy Services is the consortium lead for the programme, working in partnership with consortium members and local civil society organisations. Taking a Human Centred Design approach, the programme will:

- Ensure girls can access quality comprehensive sexual and reproductive services, including through referral networks and support to community-based organisations (CBOs).
- Foster and support a community-based movement to shift social norms and build girls' agency, though mobilising both ICT platforms and interpersonal networks.
- Build the capacity of local organisations to reduce unsafe abortion and facilitate south-south learning.

Under the Human Centred Design, the programme will start with in-depth research and analysis, generating insights into girls' pathways to unsafe abortion and access to contraceptives. This will be followed by an intense period of prototyping and testing potential approaches, including social marketing approaches, the use of digital and mobile platforms and other outreach strategies. From Year Two, successful concepts will be scaled up.

### **Main purpose of job**

The Administrative Assistant Intern will be responsible for delivering exceptional customer service assistance, support operations, project administration and fleet management. The intern will work closely with the finance and administration team report to Administrative Officer. The role is based in the Options Nigeria head office in Abuja.

*Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided*

### **Main duties**

#### **Front Desk Coordination**

- Manage front desk daily and keep reception area clean and neat.
- Receive, and welcome visitors, announce and direct them appropriately.
- Keep a log of visitors to Options Abuja office

- Professionally determine visitor needs and provide the required supports as may be necessary. Maintain and organize reading materials for the reception area.
- Make a quick response to the office phone calls, route calls to specific people as may be necessary and follow up with the concerned staff if any action is required.
- Coordinate letter flows in and out of the office and maintains mail register and records properly.
- Help maintain workplace security by issuing tags and maintaining visitors logs.

**Operations Support**

- Resume early to allow cleaners to gain access into the office premises and supervise them to ensure proper working-environment hygiene are maintained.
- Perform office assistant role by assisting with photocopy, faxing and dispatch of large or bulky office materials.
- Coordinate usage, checking availability, booking, and setting up of meetings/meeting rooms promptly.
- Support Administrative Officer in coordinating, procuring and distribution of recharge cards etc.
- Maintain office petty cash account and ensure timely submission of monthly reports.

**Procurement Support**

- Raise requisitions on behalf of the users ensuring that purchasing is carried out in accordance with the Options Nigeria procurement policy and relevant guidelines.
- Support in taking delivery of goods supplied by the vendors and discuss discrepancies with the Procurement Officer to ensure all issues identified are solved promptly.

And any other tasks as may be assigned by the line manager.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the intern.

<b>Signed by:</b>	<b>Date:</b>
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## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Professional qualification or degree in a relevant subject	✓	
Minimum of 2 years of experience in a similar role (or a diploma in Business Administration, Accounting and 3 years of experience)		✓
<b>Experience</b>		
Office experience in operations, finance or administrative position ideally in a fundraising, business development or communications team	✓	
Experience in office operations, administration and procurement according to best practice guidelines	✓	
Knowledge of office management systems and procedures	✓	
<b>Skills and attributes</b>		
Strong operations, administration and organisational skills, good time management	✓	
Excellent Word, Excel, PowerPoint skills	✓	
<b>Other requirements</b>		
Commitment to equal opportunities	✓	
A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Good command of English (written and spoken)	✓	