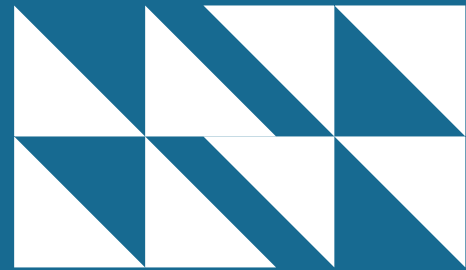


# We're hiring!

 **JOB PACK**



---

Thanks for your interest in working at THET.  
This job pack provides you with everything you need to  
know to apply for this role and what it means to work at  
THET.

**ADMINISTRATIVE ASSISTANT X3**



## JOIN OUR TEAM!

### **About the Tropical Health and Education Trust (THET)**

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at [thet.org](https://thet.org)



# OUR VALUES

1



Partnering through collaboration

2



Partnering with respect

3



Partnering with integrity

4



Partnering through learning



## JOB SPECIFICATION

Hours	146.5 days in total
Reports to	THET In-Country Consultant.
Location	Home based – (1x Addis Ababa Ethiopia, 1x Hargeisa Somaliland & 1x Lilongwe Malawi) but must be willing to travel to meetings and events
Salary	Daily rate £87
Length of Contract	Consultancy: Fixed term, part-time role from May 2024 until September 2025,



## JOB PURPOSE

### 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.



# KEY RESPONSIBILITIES

## **1. Organise and support in country scoping visits and monitoring and evaluation visits**

- Support the THET in-country consultant (ICC) or Country Director (CD) with securing stakeholders' availability and with agendas for the visit
- Support the Travel and Logistics Consultant with travel and accommodation for THET staff, consultants and stakeholders, where relevant
- Where appropriate source and book meeting venue
- Provide logistical support whilst visits take place such as: stakeholder travel and reimbursement; comprehensive notetaking; venue liaison.

## **2. Organise in-person and online events logistics**

- Source and book venues, arrange catering, arrange printing (banners, documents, name tags), liaising with the supplier
- Support the THET ICC or CD with invitations
- Support the Travel and Logistics Consultant with travel and accommodation for THET staff, consultants and external stakeholders
- Assist with the development of event briefing materials
- Provide logistical support on the day, such as: point of contact with venue supplier; IT arrangements; registration; stakeholder travel reimbursement; comprehensive notetaking; venue liaison.

## **3. Secretariat to the National Oversight Mechanism (NOM)**

- Liaise with the THET ICC or CD to prepare the agenda and briefing materials for NOM meetings
- Where appropriate, source and book meeting venues
- Take clear and comprehensive notes, share with the team and follow up on action points
- Organise honoraria payments and expense reimbursements, liaising with NOM members

## **4. Provide support to the grants management function**

- Support the Grants Manager and international team with grants management travel and logistics, particularly for the M&E visits.
  - Compile aggregated data from grant holder reports
- Take clear and comprehensive notes in grant holder meetings where required



## KEY RESPONSIBILITIES

### **5. Support the In-Country Consultant or Country Director**

- Provide ad hoc administrative and logistical support to the ICC or CD as required.



# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Qualifications</b>	Diploma / Advanced Diploma in a relevant discipline. Ethiopia/Malawi/Somaliland Certificate of Education	<ul style="list-style-type: none"><li>• Advanced Diploma in a relevant discipline</li></ul>
<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>





# PERSON SPECIFICATION

Person specification	Essential	Desirable
<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>	



## ADMINISTRATIVE ASSISTANT X 3

### How to apply

Candidates can apply by submitting a two-page cover letter 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](mailto:jobs@thet.org) by midnight **Thursday, 13th June**, with '**Admin Assistant (The Country)**' in the subject line. Applicants must be available for interview and assessment over the following two weeks.

THET is an equal-opportunity employer, and any form of canvassing will lead to automatic disqualification.