

Job description

Job title: Senior Administrative Manager

Job location: Haywards Heath

Reports to: Director, NTD Programme Delivery Unit

Responsible for: NTD Dept Coordinator

Department: Neglected Tropical Diseases (NTDs)

Team: NTD PDU

Background

The Sightsavers NTD directorate supports the implementation of a portfolio of projects across multiple donor groups, contributing to the control and elimination of 5 PC-NTDs; onchocerciasis, lymphatic filariasis, trachoma, schistosomiasis and soil-transmitted helminths across 28 countries. Projects are implemented through country office teams, ministries of health and downstream partners, and support from the NTD Department takes the form of both operational and technical support.

Job purpose

The primary purpose of this post is to support the NTD Department to function effectively and efficiently by supporting the coordination of administrative and support systems, procedures and sub-teams required in the management of the NTD portfolio.

Principal Accountabilities

- Ensure professional meeting support for all external NTD meetings with donors and international partners as requested by the NTD SMT. This includes logistics, room bookings, agendas, slides, recording, virtual participation where required and minute documentation and distribution.
- Assemble information as required for presentations, communications and reports, and manage internal document storage systems (Microsoft Sharepoint and Teams).
- Support the Grant Directors and IFT to compile key donor milestone reports and ensure a fully functional and accessible external Sharefile system for key donor groups where required
- Oversee the creation and renewal of requested consultancy agreements with Human Resources, ensuring appropriate procedures are followed and records are kept updated.
- Manage the contractual organisation of the team of TTAs/TPEs (and other disease equivalents) and work with the relevant Global Disease Advisor to coordinate all aspects of support missions undertaken by the 'roving teams' of Technical Advisors/Programme Experts

- Support communications both within the NTD Department team and with external stakeholders through dissemination of newsletters and maintaining contact lists.
- Using all members of the admin team, coordinate the support for all regular internal PDU calls (recurring invites, agenda sharing and minute taking) e.g. weekly PDU calls, monthly regional review calls, monthly technical calls as required, as well as regular internal calls requested by the Grant Directors and NTD Governance Calls
- Provide travel support to the SMT and Grant Directors where requested.
- Manage/supervise NTD Dept Coordinator to
 - prepare larger-scale **internal** meetings, both in-person and virtually, including room and audio-visual equipment setup, resource printing, catering orders, arranging group meals, travel booking.
 - Liaising with Finance Risk and Support Head of Central Finance generate purchase orders and process supplier invoices through the required Sightsavers systems
- Oversee the internal performance review process for the PDU and Surveillance units, issuing reminders, scheduling appointments and ensuring records are kept updated.
- Undertake additional ad-hoc administrative duties as required.

The principal accountabilities are not an exhaustive list of tasks. The need for flexibility is required and the postholder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Postholder Requirements

Knowledge (Education and Related Experience):

- Educated to A-level standard or equivalent experience
- Relevant experience in an administrative support role
- Experience of using programmes across the Microsoft suite
- Experience of working with other cultures
- An understanding of and commitment to equality of opportunity for people with disabilities

Skills and Behaviours (Special Training or Competence):

- Highly organised and proactive
- Logically minded and decisive
- Strong administration skills
- Excellent attention to detail
- Able to work in a fast-paced environment, managing multiple tasks and prioritising as necessary
- Strong written and oral communication skills
- Time management skills
- Ability to handle sensitive information and maintain confidentiality

- Able to perform in a matrix management environment
- Strong team leader

Key Relationships

Internal

- NTD PDU team
- NTD Tech Hub
- Grant Directors
- Finance Risk and Support,
- Corporate Services team including IT
- Human Resources team
- Other Sightsavers departments including Operations, Planning and Finance (OP&F), Institutional Fundraising, Major Giving, Communications, Travel.

External

- Consultants and contractors including Event Managers
- Suppliers
- Project partners/NGOs