

THE FORD FOUNDATION — POSITION DESCRIPTION

Title	Program Assistant – South Africa	Position Number	
Reports To	Senior Program Officer	Cost Center	
Department	Program	Career Level	Senior Administrative and/or Technical Support
Principal Summary			
<p>Working within a program team, the Program Assistant provides key support to three Program Officers who serve as grant-makers for the Foundation, and manages various activities for the Program Officers including interfacing with key stakeholders on behalf of the program officers. The Program Assistant also takes a lead role in organizing grantee convenings and helps to manage the various workflows and scheduling needs of the program team more generally. The role will also involve communicating information for disseminating or sharing both internally and externally related to the work of the program team.</p>			
Principal duties and responsibilities, include but not limited to:			
<p>Workflow and Administration:</p> <ul style="list-style-type: none"> • Manage multiple calendars, appointments, and group meetings for the program team. • Support document management and storage in institutional document repositories. • Assist Program Officers in responding to requests from potential partners, stakeholders and the various units and departments within the Foundation in New York and in other regional offices. • Manage work flow, deadlines and commitments of the program team to ensure that each Program Officer manages his/her time in a manner that evidences the Foundation’s commitment to responsiveness. • Act as liaison in terms of externally facing commitments of Program Officers, soliciting information, materials and details of meetings arranged on behalf of program staff. • Assist with preparation of presentations, speeches, memoranda and other materials in support of the program team. • Act as liaison on special small grants or travel requests by grantees and partners, and track budget utilization and keep program staff updated. • Act as liaison on consultant agreements on behalf of program staff and track budget utilization related to contracting in conjunction with the Operations Team. <p>Grant-Related Administration:</p> <ul style="list-style-type: none"> • Be the first point of contact for grantees requiring assistance in the absence of the Program Manager relevant Program Officers. • Assist with logistics in terms of grantee-related matters, such as, maintaining contact information, planning and coordination of logistics for site visits and grantee meetings. • Prepare and maintain a monitoring schedule for each quarter of the year for each Program Officer to ensure timely monitoring of grants. Pro-actively schedule monitoring site visits on behalf of the program team and act as a liason with other donors supporting the same/similar grantees with a view to coordinating site visits by multiple donors. • Take primary responsibility for logistics related to grantee convenings, including: <ul style="list-style-type: none"> ○ Drafting, designing, and formatting invitations, programs/agendas for grantee convenings. ○ Sending out invitations for convenings and managing confirmations. ○ Working with the Administrative/Operations Assistant to make relevant bookings for venues and 			

- travel of Ford staff and partners;
- Liaising with grantees on travel-related queries, and troubleshooting as necessary;
- Assisting with identifying consultants for the convenings where necessary, arranging and managing their contracts with the operations team;
- Assisting in drafting convening reports, overseeing convening reports production by consultants, and their dissemination;
- Ensuring follow-up on any agreed activities coming out of the convenings;
- Assist program staff to identify consultants for various program, learning and evaluation initiatives where necessary, arrange their contracts with the operations team, and manage the contracts.
- Track DCA budget in consultation with the Finance Manager.

Communications and Research:

- Assist with the preparation of talking points, power point, audio visual presentations and other materials for program staff.
- Package materials developed by program team into simple and digestible formats, and use latest technologies to make it visually appealing and easily understandable for wide-ranging audiences internally and externally.
- Undertake Internet-based searches and other research tasks as required by the program team.
- Assist Program Officers by tracking their commitments in terms of preparing written blogs and externally-facing pieces, and conducting research to facilitate written communication.
- Act as liaison and primary point of contact for the communications team in NY and for grantee queries related to grantee communication needs about Ford funded projects.
- Track and monitor Ford Foundation social media accounts and social media accounts of grantee and philanthropy partners in order to advise the program team of significant trends.
- Track and monitor newsworthy events in the southern African region impacting on the program team.

Travel:

- Support the Administrative/Operations Assistant in relation to travel involving Program Officers and grantees attending Foundation-related events.
- Support and act as a back-up to the administrative/Operations Assistant in relation to Concur requests during and after a trip has been completed by program officers as required.
- Maintain and Track the travel budget for each of the Program Officers in consultation with the Finance Manager.

Scope		
Geography		
<input type="checkbox"/> Headquarters _____	<input checked="" type="checkbox"/> Regional _____ X _____	<input type="checkbox"/> International _____
Service Area		
<input checked="" type="checkbox"/> Programmatic _____ X _____	<input type="checkbox"/> Non-programmatic _____	
Education/Qualifications and/or Experience		
<input checked="" type="checkbox"/> 1-2 years of office experience or equivalent internship experience		
<input checked="" type="checkbox"/> Baccalaureate degree or undergraduate level		

<p>experience</p> <ul style="list-style-type: none"> ■ Strong commitment to promoting social justice ■ Detailed knowledge of and demonstrated proficiency in the use of office computer applications, including Microsoft Word, Excel, PowerPoint, Outlook; technology certification (such as Microsoft Office Specialist) or equivalent experience ■ Ability to use communications tools to design easy-to-use materials like infographics, powerpoint presentations, and related documents ■ Demonstrated proficiency in utilizing on-line information resources and data tools for information retrieval and data entry ■ Capacity to undertake Internet-based research ■ Effective oral and written communications skills and the ability to handle communications tactfully and professionally with a high attention to detail ■ Ability to prioritize work assignments, handle multiple tasks and function independently ■ Ability to work in diverse teams with shared responsibility and accountability 	
---	--

Reporting Responsibilities: NONE
