

## THE FORD FOUNDATION — POSITION DESCRIPTION

<b>Title</b>	<b>Program Assistant</b>	<b>Position Number</b>	
<b>Reports To</b>	<b>Program Officer(s)</b>	<b>Cost Center</b>	
<b>Department</b>	Office for Southern Africa	<b>Career Level</b>	<b>Senior Administrative and/or Technical Support</b>

### Principal Summary

The primary role of the Program Assistant is to provide administrative and logistical support to three Program Officers in order to facilitate the grant making and grant oversight processes of the Foundation. The Program Assistant will work closely and pro-actively with colleagues across the Office for Southern Africa to help manage administrative workflows and to ensure a smooth-running Office. The Program Assistant may work closely with the Regional Director and Grants Manager on the production and maintenance of grant information and documentation and may also participate in program related research and communications initiatives overseen by the Regional Director. The Program Assistant helps to manage the various workflows of program staff including the Regional Director and the office more generally.

### Principal duties and responsibilities, include but not limited to:

#### Workflow and Administration:

- Assist three Program Officers' calendar of appointments including scheduling meetings and follow up.
- Assist with developing travel and monitoring plans for three Program Officers' including overseeing travel arrangements with the Events Coordinator and Travel Desk within the Foundation
- Assist Program Officers in responding to requests for information or other documentation from grantees, potential partners, stakeholders and the various departments within the Foundation.
- Serve as a member of an administrative support group for program officers and the Regional Director and collaborating, as needed, on workflows, administrative tasks and projects within the Office for Southern Africa.
- Support document production, including typing, editing and formatting for reports, memoranda, or other materials.
- Support document management and storage in institutional document repositories.
- Open and sort mail, preparing draft responses on behalf of Program staff and/or rerouting to other staff members as appropriate.
- Answer phones, redirect calls as appropriate, taking and transmitting messages and responding to routine inquiries. Scan, fax, and copy materials as may be required.
- Represent the Foundation, particularly in terms of liaising with grantees, potential grantees and external stakeholders by explaining the nature of the Foundation's work globally, its strategy and program focus within the Office for Southern Africa

#### Grant-Related Administration:

- Request administrative and support information relative to grantee proposals and grant actions.
- Establish and maintain appropriate files, including virtual grant file records. This includes uploading files to grants records, created by PO or GMs.
- Support the development of grant recommendations.
- Plan and coordinate logistics for site visits and major grantee meetings.
- Prepare minutes of monitoring meetings/site visits on behalf of the Program Team for purposes of uploading to virtual grant files.
- Submit and track Global Travel and Learning Fund requests.
- Manage calendar appointments and group meetings.
- Maintain grantee contact information.
- Assist with grant-related inquiries, coordinating responses, and maintain correspondence control records.

**Communications and Research:**

- Preparation of presentations, speeches, Memoranda and other materials for program officers .
- Undertaking Internet-based research and working with Information Services staff on research tasks.
- Compiling information into spreadsheets or other analytical tools and preparing charts or other presentations from this information.

**Scope**

**Geography**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Headquarters _____ | <input checked="" type="checkbox"/> Regional _____X_____ | <input type="checkbox"/> International _____ |
|---|--|--|

**Service Area**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Programmatic<br>_____X_____ | <input type="checkbox"/> Non-programmatic<br>_____ |
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**Education/Qualifications and/or Experience**

- Baccalaureate degree with a minimum of 2-3 years of previous relevant office experience
- Highly functioning administrator that is proactive and able to self-manage, prioritize work assignments, manage multiple calendars and deadlines and represent the Foundation in any given environment
- 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
- Experience using and contributing to a formal

<p>content or document management system, for example SharePoint, Syncplicity etc.</p> <ul style="list-style-type: none"> <li>■ Demonstrated proficiency in utilizing on-line information resources and data tools for information retrieval and data entry.</li> <li>■ Capacity to undertake Internet-based research</li> <li>■ Enthusiasm for learning new tools and technologies and ability to adapt to a rapidly evolving systems and applications</li> <li>■ Clear and effective oral and written communication and critical thinking skills. Proven ability to problem solve and follow up appropriately on program, process and procedural issues</li> <li>■ Effective ability to handle communications tactfully and professionally with a high attention to detail and accuracy</li> <li>■ Ability to prioritize work assignments, handle multiple tasks and function independently</li> <li>■ A team player with an ability to work in diverse teams with shared responsibility and accountability. Ability to contribute to a positive, productive, open and supportive environment that motivates everyone to perform at their best.</li> </ul>	
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**Reporting Responsibilities: NONE**

**Number of Subordinates: NONE**

	Direct		Indirect	
	Manager/Individual Contributor	General Service	Manager/Individual Contributor	General Service
<b>Total</b>				