

## Channel Assistant

Job Title	Channel Assistant	Probation Period	3 Months
Location	Nairobi, Kenya	No. of Direct Reports	N
Reporting to	Senior Operations Coordinator	Budget Responsibilities (Y/N)	N

Marie Stopes Kenya is an NGO registered in Kenya as a local implementing partner of MSI Reproductive Choices, a UK charity. We deliver quality sexual and reproductive healthcare, family planning and other women's health services to millions of the world's poorest and most vulnerable women. We want to make sure that women have a choice when it comes to having children and that death by unsafe abortion is reduced.

We are looking forward to bringing on board the Channel assistant. He/she will be reporting to the senior Operations Coordinator and supporting Centre Managers, the the holder of this role will ensure effective administrative and financial oversight of all channel activities with a specific focus on: effective management of stock, accuracy of records, appropriate documentation of all financial transactions and reconciliations, and administrative facilitation & reporting. He/she will support functions necessary for the day-to-day operation of pillar 2, ensuring support requests are addressed in a timely manner.

The Operations Assistant is expected to participate in the Centre's review meetings and provide logistical support to team members' activities.

The primary responsibility of this role is to further our Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individual's right to: **CHILDREN BY CHOICE NOT CHANCE**

The post holder commits to and is held accountable to Marie Stopes International global core values:

Mission Driven	Customer Focused	Results Orientated	Pioneering	Sustainable	People Centered
----------------	------------------	--------------------	------------	-------------	-----------------

### Key Responsibilities

#### 1. Ensure efficient and effective stock management for Channel Teams

- Verify and track orders for stock and other supplies ensuring that the correct quantities are ordered, distributed and recorded as per agreed forecasts
- Ensure appropriate Channel reconciliations of all stock delivered to Channel Teams, including reviewing appropriate management of stock cards, triangulation of data with service delivery and other records, and agreed implementation plans
- Provide the Channel Lead with accurate, relevant and comprehensible data and analyses to inform work plans/budgets

#### 2. Effective Management of all financial documents

- Provide support to Channel Lead in efficient management of all cash and financial transactions, ensuring full compliance with the organization policies
- Ensure all appropriate documentation for Channel team expenses, advances and reconciliations (including per diems) are submitted correctly, in time and in full compliance with the SOPs
- Provide feedback to Channel Lead on financial expenditures, and proactively identify areas for improvement

## Channel Assistant

- Ensure Channel Lead receives training on appropriate financial and administrative documentation of all activities; ensure that all individuals have appropriate tools needed for documentation

### 3. Lead in provision of accurate and timely reports and improved coordination

- Coordinate with Channel Team Leaders to produce and analyse monthly performance dashboards and circulate to Head of Channel, SMT and the of Director Programmes & Operations.
- Develop tools and generate regular reports to track progress against recommendations for quality and operations improvement identified through dashboards, reviews, QTAs and other supervision reports
- Ensure activity work plans and reports are effectively circulated to all Channel teams as appropriate for effective coordination of activities
- Support Channel Leads in organizing review meetings, including appropriate documentation of all meetings proceedings, action points, and progress against action points from previous meetings.
- Maintain a repository of the various Centres staffing plans, leave plans and pre-approved lists of locum personnel

### 4. Lead in planning Logistics and processing requests; in terms of locum engagement, travel, hotel booking, vehicle maintenance, supplier's invoices for Channel teams and Channel Lead.

- Review locum requests and verify licenses before processing the centre request
- Review accommodation, travel and conference requests against work plans to ensure all the details are captured correctly
- Review and raise per diem requests against work plans and ensure timely submission
- Track hotel bookings and air tickets to ensure they are approved on time and sent out to the suppliers
- Raise requisitions for hotels, conferences, air tickets, vehicle repairs and maintenance on Tradogram
- Review and process suppliers' invoices correctly and on time and forward to relevant parties for approval and payment

### 5. Storage of data and information on share drive and support requests for information.

- Archiving of all centres services' data and information.
- Update the share point database.

Ensure an efficient archiving system that is easily accessible by all team members

## Knowledge, skills and attitudes

### Qualifications:

- Degree in Business Management /Administration or related discipline
- Conversant with latest technologies in procurement system & electronic health records & financial reporting

### Skills:

- Proven experience providing excellent administrative support in a fast-paced business environment/Non-governmental organization.
- Sound knowledge of Microsoft Office applications including MS Excel, Word and PowerPoint required.
- Strong verbal and written communication skills.
- Attention to details; ability to spot inconsistencies in reports and data.
- Experience editing written communication.
- Ability to work well with others in team environments, build consensus and drive change.
- Ability to work in deadline driven environment with competing priorities.
- Ability to effectively present information and respond appropriately to questions from team members.
- Highly organized and able to multi-task.

### Behaviours and Values:

## Channel Assistant

Successful performance at MSK is not simply defined in terms of ‘what’ people achieve, but equally is about ‘how’ people go about their jobs and the impact that they have on others.

<b>Work as One MSI</b>	<p>You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximize our ability to influence others.</p> <p>You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.</p> <p>You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.</p>
<b>Show courage, authenticity and integrity</b>	<p>You hold yourself accountable for the decisions you make and the behaviors you demonstrate.</p> <p>You are courageous in challenging others and taking appropriate managed risks.</p>
<b>Develop and grow</b>	<p>You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.</p> <p>You manage your career development including keeping your knowledge and skills up to date.</p>
<b>Deliver excellence, always</b>	<p>You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.</p> <p>You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.</p>
<b>Leadership</b>	<p>You inspire individuals and teams, through situational leadership, providing clear direction.</p> <p>You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.</p> <p>You are aware of emerging developments in our sector, demonstrating strategic</p>
	<p>insight about our clients and business and encourage this in your team. You articulate a vision of the future which inspires and excites others.</p>

### How to apply

Both internal and external candidates who are suitable and qualified should email one document combining an application letter and CV to [pd@mariestopes.or.ke](mailto:pd@mariestopes.or.ke) on or before **March 28, 2024**. The subject of the email should read **Channel Assistant**. Do not attach certificates and testimonials. Marie Stopes Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults.