

Channel Assistant

Job Title	Channel Assistant- Locum	Probation Period	1 Month
Location	Nairobi, Kenya	No. of Direct Reports	N
Reporting to	Channel Lead	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.

He/she will be reporting to the channel lead, the holder of this role will ensure effective administrative and financial oversight of all Commercial Sales activities with a specific focus on: effective management of financial debts, 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 Commercial Sales, ensuring support requests are addressed in a timely manner.

The Channel Assistant is expected to participate in the team'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
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Key Responsibilities

1. Timely process all orders and invoices.
2. Follow up on customer accounts reconciliations and settling of debtors.
3. Liaise with Procurement to ensure timely delivery of goods and address issues relating to short supply or damaged goods.
4. Timely and accurately process advance requests and surrenders for the department.
5. Liaise with responsible departments to ensure prompt travel bookings and confirm the bookings ahead of travels.
6. Maintain, update and report on Commercial Sales records.
7. Generate monthly reports for the department to inform sales decision making.
8. Liaise with Finance to assist the team with accurate statements and updating client financials.
9. Organize all commercial sales meetings and planning and take detailed minutes and share the minutes promptly/as agreed.
10. Write and distribute email, minutes, memos, and letters.
11. Develop, maintain and update accurate departmental filing system.

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12. Maintain and update crucial departmental contact lists, staff and distributors.
13. Liaise with all departments to handle requests and queries from CS department.
14. Timely process Commercial Sales Locum claim forms, counter checking for accuracy ahead of securing the Social Marketing Lead's approval.
15. Facilitate assimilation of new Commercial Sales staff and ensure all tools of trade are provided to all staff.
16. Support in dispatching marketing materials to all teams countrywide
17. Assess operational risks in the department and promptly report to the CS lead for mitigation measures.
18. Look for new primary and secondary distributors and work with field sales reps to enroll them in the system.

Knowledge, skills and attitudes

Qualifications:

- Diploma in business management or related fields

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:

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.

Work as One MSI	<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>
Show courage, authenticity and integrity	<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>

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<p>Develop and grow</p>	<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. You manage your career development including keeping your knowledge and skills up to date.</p>
<p>Deliver excellence, always</p>	<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. You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.</p>
<p>Leadership</p>	<p>You inspire individuals and teams, through situational leadership, providing clear direction. You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline. 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 fill in his/her details via https://hcm.mariestopes.or.ke/recruitment_detail.jsp?work_type=1&link=6 and email one document combining an application letter and CV to pd@mariestopes.or.ke on or before **August 09, 2024**. The subject of the email should read **Channel Assistant- Locum**. 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.