



EMPLOYMENT OPPORTUNITY – Regional Program Assistant

Introduction

The Child Rights Network of Southern Africa (CRNSA) is a regional network of national child rights networks actively involved in the advocacy for the promotion, dissemination, protection and effective realization of child rights and welfare in Southern Africa. CRNSA advocates for a stable environment for the child, while providing a unified voice on which to advocate and campaign for child friendly policies, standards and practices that fulfil the dignity and personal development of all children.

Job Purpose:

To provide programmatic and administrative support services for CRNSA regional office and general administrative support

Location: Pretoria, South Africa

KEY AREAS OF ACCOUNTABILITY:

Programmatic assistance

- Assist with the creation and management of a CRNSA membership data base and facilitate capture and maintenance of data base of the situation of children in CRNSA member countries.
- Arrange functions and programmes for CRNSA including the development of annual work plans, meetings, and preparations of relevant reports.
- Assist with ensuring the effective and efficient use of resources of CRNSA.
- Support the coordination of the promotion and protection of child rights in the CRNSA member countries.
- Assist in coordinating research and monitoring of implementation of child rights instruments in the CRNSA member countries.
- Facilitate information flow and effective communication within CRNSA and to CRNSA stakeholders.
- Manage and regularly update the CRNSA website and ensure the presence of CRNSA on social media

Administrative Assistance

- Facilitate travel arrangements for CRNSA staff and members as per CRNSA Procurement policies
 - . flights
 - . Hotels
 - . Visas
 - . Shuttle
 - . Car rental
- Update internal contact information
- Maintain office supplies in conjunction with Finance Officer
- Taking of minutes where required, filing and record keeping

Office responsibilities

- Manage the CRNSA office, telephones and welcome visitors



- Deal with ad hoc and general enquiries by telephone, email and face to face from internal and external contacts at all levels
- Oversee newspaper, mail and courier, photocopier & fax services for the office
- Keep register in respect of incoming and outgoing courier items.
- Managing the meeting room bookings and setting up meetings, facilitating refreshments and finding alternative meeting space if applicable

General

- Prepare any payment orders in line with maintaining the office
- Support the Finance Officer to ensure that all areas of the office are tidy, functioning and professional at all times
- Carry out any other duties either in addition to or instead of those outlined above which may reasonably be required

QUALIFICATIONS

The ideal candidate will be a recent graduate with a degree preferably in Social Science or a related subject. Experience working in an NGO environment will be an advantage.

EXPERIENCE AND SKILLS

- Demonstrates understanding of the child rights discourse
- Proficient in Microsoft Office
- Previous experience of providing meetings support and organising and coordinating internal meetings
- Friendly, professional, well-presented and well-spoken
- Commitment to team-working and a willingness to join in with colleagues to manage the pressures and priorities of the day
- Maintains a friendly, calm disposition and positive outlook
- Enjoys assisting others and problem solving
- Trustworthy in all aspects of the role

CLOSING DATE

Candidates who meet the above requirements should forward their one page motivational letter, with expected salary and resume, including at least three contactable references via email to the attention of:

The CRNSA Coordinator: musa.chibwana@crnsa.net while copying secretariat@crnsa.net

Deadline is: 5 February 2016

Please note that only short listed candidates will be acknowledged.