

Program Assistant

Job Title	Program Assistant
Department	Programs
Level	1
Reporting Manager	Director – Public Policy and Research
Reportees	- Nil -



Role Overview:

This role needs a compassionate and highly organized Candidate to join our team. The successful candidate will be in charge of assisting project and policy team with the plans and programs for ZFC project. He or she will develop positive working relationships with all of the stakeholders and report any problems or concerns to the team member immediately. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position. The candidate should be willing to work with different authorities/officials, vendors and stakeholders who need special consideration for schedules.



Key Responsibilities:

Planning

- Prepare and plan for execution of the operational tasks
- Prepare and facilitate the agenda for the meetings and organize efficiently

Operational responsibilities

- Plan day to day appointments, travel, other engagements of Director, Public Policy and Research and organize her calendar accordingly
- Contact stakeholders, officials, etc. for communication as required by the Director, Public Policy and Research and for setting up meetings
- Maintain and update databases and records on project activities for the programme monitoring and evaluation purposes.
- Provide programming and administrative support to the project and policy team, including processing and examining project contracts, agreements, budget information and data in accordance with instructions.
- Prepare printed copies of documents through inhouse or external facilities, as required
- Ensure that administrative arrangements are in order, for conferences, seminars, workshops, and meetings.
- Set up and maintain the integrated electronic and paper-based filing systems.
- Arrange all programme appointments and maintain programme and projects background information, calendar, log, route correspondence and facilitate follow-up actions and deadlines.
- Draft correspondence on routine matters including minutes for daily meetings

Other interventions

- Work with Vendors / Monitor their activities to get other interventions done on the Roads as planned by SLF like installing road-signages, barricades, etc.
- Support in getting official approvals from concerned authorities as required

- Be able to draft letters, other written communications officials and various stakeholders to follow up and ensure tasks are completed as planned.
- Support Road Safety Auditor to conduct planned Audits on the roadways

Process Improvement, Learning & Development

- Take initiative to learn new developments / innovations
- Contribute new ideas to strengthen the solution
- Support and provide necessary information to plan & propose additional interventions on the roadways
- Make maximum use of Technology in the departmental processes

Any other additional responsibility could be assigned to the role holder from time to time. The same would be discussed between the incumbent and reporting manager



Role Specifications:

Education and Experience

- Degree in Social science, Law. Development studies, International relations or other relevant field will be an asset.
- 1-2 Years’ Experience will be preferred

Key Behavioural attributes

- Execution Focus
 - o Building Trust & Relationships
 - o Impact & Influence
 - o Planning & Organizing
 - o Communication
- Learning Focus
 - o Learning Orientation
 - o Analytical Thinking
- Adherence to Core Values of SLF

*Dependability * Integrity *Mutual Respect *Spirit of Public Service *Leadership *Excellence



Key Performance Indicators (KPI):

SI	Key Result Area (KRA)	Key Performance Indicator (KPI)
1	Timeline Adherence	% adherence to timeline for setting up meetings as per Agenda
2	Stakeholder management	Number and depth of relationship with key personnel at Police Stations / Government authorities
3	Focus on Development	% adherence to goal setting and performance appraisal timelines for self
		Number of new initiatives taken / implementable ideas suggested
		Support towards new solution development / strengthening of the current solution
		% adherence to person-hours of training



How to apply: Interested candidates can apply for this position by clicking on the following link and submitting their application.

<https://forms.gle/hwCmi5KT2mg6JU558>