



V a c a n c y

OFFICE MANAGER

AFEW International is the international office of AFEW Partnership, a network of civil society organisations that is dedicated to improving the health of key populations at risk for HIV, tuberculosis and viral hepatitis.

With a focus on Eastern Europe and Central Asia, *AFEW* strives to promote health and increase access to prevention, treatment and care for public health concerns such as HIV, TB, viral hepatitis, and sexual and reproductive health and rights.

AFEW International is looking for an Office Manager for 32 hours.

For further information please contact helena_arntz@afew.nl or call to +31 (0) 20 638 1718

Send your letter of Motivation and CV to anke_van_dam@afew.nl before 30 November 2019.

Starting date: 1 January 2020.

For more information about *AFEW* please visit our web site: www.afew.org

J O B D E S C R I P T I O N

I **Terms of Reference:**

Place within the Organisation:

- Reports to the Executive Director

Job Location:

- Amsterdam, the Netherlands

32 hours

II **Overall Job Objective:**

To provide full secretarial/administrative assistance and office management support to the team (8 people) of *AFEW International* located in Amsterdam.

III **Responsibilities and Tasks:**

Related to General Assistance to the Team and Management Team (MT):

- To brief the management team on matters requiring executive attention.
- To do research and basic data collection related to project activities (catchment populations, etc.)
- To fulfil various administrative tasks related to grant applications, donor reports and contracts.

- To provide support in coordinating daily administration: travels arrangements, financial documents, in- and out- mails, others
- To manage Executive Director's filing system, calendar and correspondence.
- To coordinate and minute meetings of the staff team, *AFEW*'s Steering Committee meeting and other meetings or conference calls if so required.
- To manage and maintain the contacts database.
- To act as a focal point for fundraising events.
- To provide English translations of Dutch correspondence and written documents as required.
- To assist in any other delegated responsibilities as assigned.
- Gather the quarterly update to the Board from MT and Directors of *AFEW* partners and compile them into one document.
- Assist the director of finance with matters related to Human Resource management.
- Assist program team and director of finance with setting up contracts between *AFEW* and partners.
- To update internal policies, procedures and contracts based on organizations 'needs.

Related to AFEW International's Supervisory Board Support

- To maintain up-to-date contact information of board members.
- To plan and coordinate board meeting logistics.
- To prepare supporting materials for board meetings, including keeping meeting minutes.
- To serve as board liaison when required.

Related to Daily Office Management:

- Manage the maintenance of office equipment, including purchasing for the office.
- To serve as a liaison with ICT specialist regarding ICT administration in the office.
- Send regular mail and mail via express service.

Related to Communications tasks:

- To provide assistance to the communication officer with the developing of fun and light internal messaging and actions
 - 1 December *AFEW* birthday
 - Seasonal Greetings
 - Congratulations on staff birthdays
- Maintenance of *AFEW* PR materials at *AFEW International*: photographs, interviews, stories, video, etc.

IV *Contacts/Key Relationships*

- Senior management staff within *AFEW Partnership*
- *AFEW International*'s Supervisory Board members
- National and International strategic alliance partners
- National governmental and non-governmental counterparts, donor's dignitaries, corporate leaders, consultants, vendors, etc.
- National and international network of HIV/AIDS related experts
- National and international media representatives
- Insurance companies
- Notary
- Mass media companies
- Travel agencies
- Vendors/service providers
- Other local businesses relevant to the position

V *Requirements:*

Experience and Qualifications:

- Minimum of two years administrative assistance experience

- Higher vocational education (HBO)
- Proven ability to organise / manage records
- Fluency in written and spoken (Dutch and) English; Russian will be an asset.
- Strong computer skills with a focus on all Microsoft products (Word, Excel, PowerPoint and Outlook; Access is a plus)

Personal Skills / Additional Information:

- Excellent organisational skills
- Strong interpersonal skills being able to work with a variety of clients, assertive
- Proactive
- Able to work under pressure, prioritise and multitask
- Effectiveness in overall decision making, initiative
- Able to work independently and as part of a team
- Willingness to work outside office hours for occasional business travel