



Job description

Job Title	Senior Assistant, Project Administration and Support
Classification Level	B - Support
Organizational Unit / Duty Station (Department / Zone Office / Delegation..... etc)	Global Road Safety Partnership, Geneva
Immediate Supervisor's Title	Manager, Communications, Membership and Project Support
Technical Manager's Title (if applicable)	n/a
Number of Direct Reports (if applicable)	n/a
Number of Indirect Reports (if applicable)	n/a

Organizational context (where the job is located in the Organization)

The Global Road Safety Partnership (GRSP) (www.grsproadsafety.org) is a hosted programme of the International Federation of Red Cross and Red Crescent Societies (IFRC) and is a voluntary association of governments, businesses and civil society organisations. Both the IFRC and GRSP are headquartered in Geneva, Switzerland. The aim of the GRSP's work is to reduce death and serious injuries as a result of road crashes in low- and middle-income countries.

According to the World Health Organization, road traffic injuries claim more than 1.3 million lives each year and result in approximately 50 million injuries. Low and middle-income countries are disproportionately negatively affected. Globally, road traffic deaths are the leading cause of death among young people and can cost governments between 3 and 5% of GDP. Road traffic injuries and deaths represent a manmade humanitarian crisis and GRSP/IFRC are committed to evidence-based interventions to address this global epidemic.

GRSP's work includes:

- running a variety of member and non-member funded road safety projects throughout the world but focussed primarily in Africa, Asia and Latin America;
- managing a Road Safety Grants Programme that supports civil society and Red Cross National Societies to strengthen legislation and policies that impact on road safety;
- undertaking projects in low- and middle- income countries to reduce road crash deaths and serious injuries funded through the Bloomberg Initiative for Global Road Safety (BIGRS)
- running a road policing capacity building programme in nine mega cities funded as part of the BIGRS
- running the Botnar Child Road Safety Challenge which operates in six countries and supported by the Swiss based Fondation Botnar;
- in conjunction with John Hopkins University running a Global Road Safety Leadership Programme supported by Bloomberg Philanthropies

Job purpose

Under the guidance of the Chief Executive Officer and the direct supervision of the Manager, Communications, Membership and Project Support (CMPS), this role provides them with project, administrative and secretarial services. The appointee will also provide direct administrative support for the Botnar Child Road Safety programme delivery as well as support to the Programme Finance Officer and Communication, Membership and Project Support Officer as required.

Job duties and responsibilities

Finance Support

- Performs the following functions in a timely and systematic manner, in conjunction with the Programme Finance Officer:
- Arranges GRSP Member and project invoices to be sent, monitors payment and reports on invoicing activity monthly
- Works together with the Programme Finance Officer to create and improve the tracking system for contracts and project implementation agreements
- Supports the CEO and Manager CMPS in preparing work plans

Project Support

- Ensures project and member related reporting requirements are documented, reports provided on time, requirements monitored and reported monthly to the CEO and Manager CMPS
- Maintains an annual schedule of GRSP related conferences, seminars, board meeting and events and updates this regularly
- Prepares a functional desk file that systematically itemises and explains functions and procedures related to this role
- Completes assigned actions within agreed timeframes and maintains a schedule of active tasks, actions and their status, and reports progress weekly

Administrative Support

- Travels to events as required to provide on the ground administrative support
- Attends GRSP related meetings, accurately records minutes and actions, and promptly circulates
- Provides support to the CEO and Manager CMPS through active diary management and internal and external meeting coordination and support arrangements
- Organises travel as required for the CEO and the Manager CMPS and others as may be required
- Supports procurement and contract processes
- Prepares letters and other correspondence to a high standard
- Maintains a systematic GRSP filing system and actively manages the record keeping process
- Maintains an accurate staff roster to ensure staff travel, contact information and detail is available
- Assists new and temporary staff, consultants, volunteers and interns to the GRSP with set-up of office space, IT equipment and provides general induction assistance

Communications Support

- Supports the Communications, Membership and Project Support Officer to maintain website accuracy and updates as required by the Manager CMPS
- Provides a customer-focused approach to membership and general queries and requests
- Monitors all email sent to the GRSP email account and responds promptly to all inquiries

Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

Position Requirements

Education	Required	Preferred
Secondary level education plus training/ qualification in Project Management, Administrative Support or Secretarial support	x	
First level university degree		x
Experience	Required	Preferred
At least 3 years of experience in administrative or project management support	x	
Experience in website content management	x	
Experience in writing reports for different audiences	x	
Experience providing logistical and administrative support for an international programme		x
Experience working for a large organization and successfully engaging with colleagues across a number of departments, units and functions		x
Knowledge and Skills	Required	Preferred
Strong written and oral communication skills	x	
Task oriented and solutions focused with excellent time management skills	x	
Ability to work independently on a discrete and specific list of expected tasks	x	
Demonstrated problem solving skills	x	
Demonstrated time management skills	x	
Languages	Required	Preferred
Fluently spoken and written English	x	
Good command of another IFRC official language (French, Spanish or Arabic)		x
Competencies		
Values: Respect for diversity; Integrity; Professionalism; Accountability		
Core competencies: Communication; Collaboration and teamwork; Judgement and decision making; National society and customer relations; Creativity and innovation; Building trust		

Sign off by Line Manager

Name:		Signature:		Date:	
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For internal use only

Classified by: HAY	Date: 10.1.2018
Approved by the Job Classification Committee:	Date:
Approved Salary Scale:	N/A