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| Organization | Health NGOs Network (HENNET) |
| Title | Program Assistant |
| Reports to | Program Officer |
| Location | Nairobi, Kenya |
| Job Level | Entry-level |

**Background**

The Health NGOs Network (HENNET) was founded in 2005 and registered in 2007 as an NGO with a goal of coordinating and networking the CSOs in the health sector. This came as a result among the players that a common platform among the CSOs dealing with health-related issues in Kenya was necessary for purposes of collaboration, sharing of experiences and advocacy. HENNET has a membership of over 112 members as of 2023 which comprises of both local and international Non-Governmental Organizations (NGOs), Faith-Based Organizations (FBOs) and Research Institutions working in all the 47 Counties in Kenya but all focused-on health and health related issues. The various members have diverse health-related interests but all share on the vision of having a healthy Kenyan society.

**Vision:** **Vision:** A healthy and empowered Kenya Society

**Mission:** As a network we promote civil society's roles and engagements to transform Kenya's health sector.

**Hennet abides by its zero tolerance Policy** on Corruption and Sexual Exploitation, Abuse and Harassment.

**Overall, Purpose of this role**

The holder of this position supports the programs team in administrative and logistical arrangements in order to ensure teams are able to discharge their duties in a timely and effective manner. The assistant is the bridge between programs and finance for procurement and other finance needs.

**Duties and Responsibilities**

* Provide programmatic and administrative assistance in support of planning and implementation of activities/processes for highly complex functions performed by the respective program teams.
* Assist in the coordination of activities, meetings, workshops, etc by taking lead in providing logistical support to the Programs team
* Support in the proposal development administrative aspects including taking necessary action to ensure documents are completed and submitted to relevant parties for approval within the set timelines.
* Support the MERL Officer in ensuring that reports meet the set requirements, guidelines, rules, and procedures including programmatic documentation of meetings including members' meetings.
* Prepare, maintain, and update the department’s files (electronic and paper) and internal databases;
* Support in general administrative roles in collaboration with the administrative assistant
* Manages the Programs department procurements in adherence to the set workplans and budgets, procurement plans and the organizational Finance and Procurement policy
* Fund requests & Accountability – Program-related requests & accountability of activity impress for the programs team
* Support the Executive Director’s Office with programmatic-related administrative roles including fund requests and accountability
* Maintaining the department’s inventory including IEC materials/project-related merchandise
* Undertake any other relevant office errands/duties assigned to them.

**Skills and Experience**

**Essential**

* A minimum diploma/higher in either of the following fields: - Logistics, Administrative, Community Development, project Management. A degree on the same will be an added advantage.
* A minimum of 2 years’ experience in a similar position.
* Experience working in the health NGO space
* Excellent written and verbal communication skills in English.
* Excellent organizational, planning and management skills.

**Other Desirable skills**

* Honesty and strong ethics are required in order to be successful in this position.
* Ability to work independently and as part of a team.
* Demonstrated capacity and willingness to learn – open to learning new ways of doing things.
* Firm belief in teamwork, gender equality, participatory approach and sustainable development.
* One who will work with minimal supervision.

**Working Relations Internal**: Interacts regularly with the Programs Director. S/he is peer to administrative assistant.

**External**: Interacts HENNET members and other CSOs, vendors and suppliers

**How to apply:** *Please apply with your CV and cover letter as one file with the Job Title of Position Applied for on the subject line to the Human Resource:* [***recruitment@hennet.or.ke***](mailto:recruitment@hennet.or.ke) *to be received not later than* ***27th October 2024 at 5.00pm****.*

*We will not accept applications without a CV and covering letter. Please indicate expected salary on the cover letter.*