

JOB DESCRIPTION

TEAM COORDINATOR, EAST AND SOUTHERN AFRICA (ESA)



General role information

Job Title:	Team Coordinator, East and Southern Africa (ESA)
Reporting to:	Regional Strategic Business Director, ESA
Salary Band:	12
Notice period:	1 month
Career Band:	9
Budget Responsibility?	N
Direct Reports?	N
Client facing role?	N

About MSI Reproductive Choices

At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.

MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.

The department/team

The East and Southern Africa (ESA) region within International Operation (IO) is a diverse and dynamic region facing particular challenges of sustainability. This role is key to ensuring seamless support is provided to the ESA Regional Support Team (RST) in particular, and the region in general, in order to operate well and will contribute to the region's transition to, and implementation of, the MSI2030 strategy.

The role

The main purpose of this role is to promote and ensure the smooth running of the region through providing a high level of administrative and logistical support to the ESA RST and the overseas partners. Your duties will be varied, ranging from developing effective office systems, acting as ESA point of contact with other teams and departments, organising internal team meetings and events, making travel arrangements by liaising with our travel partner, carrying out financial processes (raising purchase orders, making team salary allocations etc), assisting with the production of reports and proposals, managing mailing lists and all other administrative tasks.

Key Responsibilities

Administration

- Team Meetings: Coordinate regular ESA team meetings, agreeing agenda items with team members, timely taking and circulation of meeting minutes, preparing any presentations or related documentation, room booking etc.
- Team administration: Maintain ESA electronic administrative systems, mailing lists, etc. Processing and coding of all ESA team invoices.
- IT support: Provide support in IT coordination and troubleshooting, liaising with the IT service desk as necessary. Take the lead in the development and maintenance of ESA's MSI's intranet space, including uploading data/ updates. Communication: Handle daily incoming calls, inquiries, emails and process accordingly
- Financial support: Raise purchase orders (PO), liaise with finance teams, process cash transfer requests for country programmes, facilitate setting up of new vendors in MSI's system, allocate London team salary on a monthly basis using project budgets and complete timesheets on behalf of absent team members
- Support Regional Programme Officers (RPO): Help to provide any required cover for RPOs when they are on leave or visiting a country programme, and

Travel and Country Programme support

- Travel: Organise travel for ESA team members, in-country colleagues, overseas partners, external consultants and partner agencies, including the timely arrangement of flights and visas, itineraries and accommodation (negotiating discounts and ensuring flight prices are reasonable). Provide logistical support to external consultants. When travel is not permitted for whatever reason, facilitate and set up virtual meetings as required.
- Security: Advise team members on security guidelines and policies, including up-to-date site-specific security information. Format and update country welcome packs and security toolkits in conjunction with in-country administrators and our Security Advisor.
- Coordinate events: Coordinate logistics of ESA presence at both local and international MSI workshops and regional retreats workshops including team building exercises and evening events and external workshops/ conferences. Research location, negotiate prices and make contacts locally. Coordinate

JOB DESCRIPTION

TEAM COORDINATOR, EAST AND SOUTHERN AFRICA (ESA)



London events/meetings/conferences (room bookings, refreshments, preparation of agenda and other documentation, minute taking and distribution, assisting with PowerPoint presentations).

- Manage diaries: Support the Regional Director management of meetings and appointments
- Coordinate induction for new team members: Coordinate induction schedule for new ESA team members. Coordinate visits of overseas team members including agenda, hotel accommodation and all travel and induction schedules as required.
- Ensure ESA team travel is compliant with donor travel regulations and collate evidence as required.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date: