

# AFRO CAB

**Title:** Admin Associate

**Station:** Lusaka Zambia

**Afrocab Overview:** Afrocab Treatment Access Partnership (Afrocab) is an African network of HIV community leaders and advocates working to accelerate access to optimal HIV and co-morbidity treatments and prevention products. It primarily operates in sub-Saharan Africa, with headquarters in Zambia and a network of people in 19 countries. Afrocab was formed in 2011 to facilitate community treatment access dialogue with multinational and generic drug manufacturing companies, policymakers, UN agencies, civil society organisations, and others working on anti-HIV drugs and clinical research of new molecules and diagnostics. Currently, Afrocab is focused on the 3 key areas of global advocacy, building global and regional networks, and continental and country coordination, all to move toward creating an ecosystem approach to addressing the complexity of delivering the highest quality and most cost-effective treatment and prevention of HIV in Africa.

**Position Overview:** Afrocab is searching for an Administrative Associate, who will play a critical role in Afrocab's next phase of growth as an organization. Working closely with the Executive Director, Chief Operating Officer, Technical Director, and other key stakeholders, the Administrative Associate will play a vital role in supporting the efficient functioning of Afrocab by overseeing administrative tasks, coordinating organizational operations, and providing effective support to the Executive Director and all departments. This position requires excellent multi-tasking abilities, strong communication skills, and a proactive approach to problem-solving. The successful candidate will contribute to creating a productive and well-organized work environment.

**Responsibilities:**

- Manage day-to-day administrative operations, including providing administrative support to executives, managers, and team members
- Manage calendars, schedule appointments, and coordinate meetings for Afrocab senior team members
- Maintain accurate and organized records, files, and databases, ensuring confidentiality and security of sensitive information
- Assist in creating and implementing efficient filing and document management systems
- Serve as a primary point of contact for internal and external communications, responding to inquiries and providing timely and accurate information to staff and stakeholders
- Assist in project coordination, tracking, and monitoring, including preparing project-related documents, reports, and presentations
- Support with budget preparation, monitoring, and expense reconciliation, in addition to processing invoices, tracking expenses, and maintaining financial records, as necessary

- Support new employee onboarding and orientation programs, with a particular focus on administrative procedures
- Identify opportunities to improve administrative processes and procedures to enhance productivity and streamline operations
- Any other duties as assigned

**Qualifications:**

- Bachelor's degree required
- Minimum 3-5 years of relevant work experience
- Corporate administrative experience preferred
- Detail-oriented with demonstrated ability to manage complex projects involving multiple stakeholders at one time
- Ability to communicate effectively with people of varied professional and cultural backgrounds
- Highly motivated to seek out resolutions, work independently, and self-motivated with limited oversight from the manager
- Excellent organizational and time management skills with the ability to prioritize tasks and meet deadlines
- Proficient in using office software such as MS Office (Word, Excel, PowerPoint) and familiarity with database management systems
- Ability to maintain confidentiality and handle sensitive information
- Fluency in written and spoken English
- Willingness to travel

**How To Apply:**

**Interested applicants are required to send their letter of interest, CVs and 2 references to [afrocab.recruitment@gmail.com](mailto:afrocab.recruitment@gmail.com) by the 12<sup>th</sup> of January, 2023.**