

Vacancy Announcement No.:	<b>AAS/2015/006</b>
Position Title:	<b>AAS Administration Assistant</b>
Department	<b>Finance and Administration</b>
Position Location:	<b>Nairobi, Kenya</b>
Duration:	<b>1 Year fixed term,</b>
Closing date:	<b>30 October, 2015</b>

### **Organisation Overview;**

The African Academy of Sciences (AAS) is both an honorific society and a development oriented mobilizer of the entire African science and technology community. It has recently developed a new programmatic unit, the Alliance for Accelerating Excellence in Science in Africa (AESA), in partnership with the African Union's technical arm, the New Partnership for Africa's Development Agency (NEPAD) and with support from three global funders. It aims to foster the long-term sustainable funding and development of global health research leadership and scientific excellence in Africa. AESA has strong support to lead an exciting new multi-million dollar grant funding partnership to strengthen research capacity for global health.

### **Position Overview;**

The Administrative Assistant's role will be to provide administrative support to ensure efficient and smooth delivery of work flow over the coming year. The individual will work with various programme and administration assistants at AAS through a variety of tasks.

### **Duties and Responsibilities**

1. Provide administrative and logistical support in coordination of meetings, workshops and conferences as required.
2. Liaising with travel agents and meeting delegates to handle local and international travel logistics including, travel schedules, ticketing, visa applications, hotel accommodations and processing of travel expenses;
3. Advice and assist international and national consultants and others on all aspects of allowances, travel claims and other financial matters;
4. Assist in preparation of payment requests supporting documents for travel related invoices.
5. Attend meetings and prepare minutes or meeting summaries;
6. Deals with a diverse group of external as well as internal customers at all levels of the organisation
7. Any other duties as required for the role

**Qualification and Requirement**  
**Person specification**

<b>QUALIFICATIONS/Skills</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. At least a post-secondary Diploma holder in business management</li> <li>2. Computer proficiency in Word, Excel, Outlook, Power Point, Internet search skills and ability to learn new applications quickly</li> </ol>	A Bachelor's Degree holder
<b>BACKGROUND/ EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. At least 2 years' experience handling administrative roles.</li> </ol>	
<b>SKILLS</b>	<ol style="list-style-type: none"> <li>1. Strong attention to detail and maintaining a timely and efficient work flow;</li> <li>2. A strong administration service orientation;</li> <li>3. Strong numerical skills and understanding of organisational finances;</li> <li>4. Strong organisational skills and ability to work under pressure;</li> <li>5. Strong interpersonal skills, courtesy, tact and patience</li> <li>6. Ability to multi-task and to prioritize work amidst competing demands;</li> </ol>	
<b>PERSONAL QUALITIES/INNATE ABILITIES</b>	<ol style="list-style-type: none"> <li>1. Confident and professional</li> <li>2. Good listening skills.</li> <li>3. Ability to cope with pressure and work to tight deadlines.</li> </ol>	
<b>MOTIVATION/WORK RELATIONSHIPS</b>	<ol style="list-style-type: none"> <li>1. Ability to work as part of a team within a defined organisational structure.</li> <li>2. Self-motivated and able to demonstrate enthusiasm and drive to succeed.</li> </ol>	

**Application Process;**

All Applicants must submit a filled application form which is on the website at [www.aasciences.org](http://www.aasciences.org) and a curriculum vitae no later than the 30 October 2015, to [recruitment@aasciences.org](mailto:recruitment@aasciences.org). Only shortlisted candidates will be contacted.

**Background**

AAS is a pan African organisation with a dual mandate to recognise scientific excellence and to implement major Science, Technology & Innovation (STI) programmes on the continent. It is an Academy of all sciences that has honoured more than 300 achievers and is implementing Programmes in 6 priority STI areas. It has a senior partnership with the African Union, strong

representation at the Pan African University (PAU), and a framework agreement of collaboration with the African Union's technical arm, NEPAD.

AAS has recently established a new science funding and agenda-setting programmatic unit, AESA in partnership with the African Union's technical arm NEPAD and with support from three major funders of global health research and development. AESA aims to impact global health and development by fostering the long-term sustainable development of science excellence, research leadership, and innovation in Africa. It will be both a think tank and a platform for implementing major scientific initiatives in Africa.

AESA will initially focus on health research, expanding to other science areas such as food and nutrition, energy and environment. It will capitalise on African government's increasing commitments to STI as has been highlighted in the Declaration of African Head of States (2007), the Algiers Declaration (2008), the Bamako Call for Action (2008) and in the African Union (AU)'s Science, Technology and Innovation Strategy for Africa (STISA 2024).

AESA will identify challenges that hinder rapid scientific advancement in Africa, run open calls for proposals with transparent review processes, actively manage grants and evaluate and measure the impact of such investments. Recognising that more than 60% of the continent's population is young, the platform will develop programmes such as early and mid-career fellowships that will inspire young people and engage them to contribute intellectually and practically to critical areas of science technology and innovation for Africa's development. Further, AESA will leverage funding from African sources and a broad range of funders within and outside Africa so as to secure long-term sustainability. It is envisaged that such a platform, which would be Africa-led, Africa-centred and Africa-specific in its agenda for Senior research and development, will forge strong alliances globally with organisations that have similarly aligned objectives and interests.

AESA will play a key role in building a world class scientific and programmatic unit that will also serve as a think-tank in setting priorities and aligning them with funders and governments. Although initially the platform will be an implementing body, its development over time as a think tank is important. The vision is that the platform will evolve beyond just being an implementing partner to become a senior thought partner, setting and aligning a Programmatic agenda.

AESA and its funding partners will be guided by three key areas of focus:

- **People:** supporting bright African scientists with the best ideas through competitive grant award mechanisms in key priority areas of research, fostering career paths for early, mid and eventual senior research leadership roles.
- **Environments:** building scientific intellectual capacity and excellence that will foster the right environments to attract and retain excellent people.
- **Resources:** supporting the mobilisation of sufficient resources from multiple sources that will sustain adequate funding of STI programmes in Africa in order to realise positive impacts in global health and development.