

**ICAP at Columbia University**

**Terms of Reference**

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| **Job Title:** | **Team Assistant/Office Manager** |
| **Reports To (Title):** | Head of the BranchDirector of Administration and Finance  |
| **Location:** | Dushanbe, Tajikistan |
| **Deadline:** | October 04, 2024 |

**PROJECT SUMMARY:**

ICAP at Columbia University’s Mailman School of Public Health supports high-quality HIV-related activities around the world. ICAP works with host country government and non-government organizations to strengthen health systems and build capacity for programs related to HIV/AIDS and other debilitating illnesses like tuberculosis and malaria. In Tajikistan, ICAP implements PEPFAR/CDC-funded activities aimed to achieve HIV epidemic control by building capacity of local service providers to deliver effective HIV prevention, testing and treatment services and by strengthening HIV-related strategic information systems and improving data use for HIV program management.

**POSITION SUMMARY:**

Team Assistant/Office Managerwill provide day-to-day office management services to ICAP Office in Tajikistan. This includes support to program and administrative staff, especially full assistance in the preparation and verification of required administrative documents submitted by partners and logistical support for all business-related activities/events. Team Assistant/Office Manager will be responsible for transferring data from Excel and Word-based files into an electronic web database on a quarterly basis and supporting various office functions.

**MAJOR ACCOUNTABILITIES:**

* + The development and maintenance of efficient filing systems including electronic and paper filing;
	+ Database entry from contacts made through conference attendance, networking, meetings, inquiries, etc;
	+ Managing internal/ external telephone and internet correspondence/inquiries;
* Management of office-related mail packages & shipments;
	+ Updating office calendar;
	+ Provides full support in collecting, preparation, and final submission of payment documentation;
	+ Preparation of delegate packs for workshops and training days (including bulk printing/photocopying, collating, and production of delegate name badges) for training events, conferences, etc;
* Provides organizational support, including technical support, to all online training, webinars, Zoom calls and etc.;
	+ Participate and assist in the procurement process and conducting market research/analyses;
	+ Ensures timely and proper provision of office supplies;

Provides full logistical support for travels of employees and non-employees;

* + Written and verbal translations from English into Russian, Tajik, and vice versa;
	+ Flexibility to support all members of the office at all times is expected, and of the wider staff team as requested (scanning, copying, and printing of required materials);
* Fulfils Back up to Administration Specialist in case of his/her absence;
* Coordinates work of office driver ensures proper and correctness of vehicle log book registering & arranges for taxis, when necessary;
* Coordinates office cleaning and maintenance;
* Accurate and timely input of data into an electronic web database from Excel and Word-based files on a quarterly basis;
* Review and validate data for accuracy;

Efficiently organize and prioritize data entry tasks to meet established deadlines;

* Implement time-saving strategies for optimizing data input processes;
* Performs other duties necessary for effective operations of the project, as assigned by the direct supervisors.

**Confidentiality:**

Uphold confidentiality of sensitive information and documents

Adhere to privacy and data protection policies

**EDUCATION:**

Bachelor’s Degree.

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS:**

* Computer literacy: competence and confidence in Word and Excel, Email/calendar applications, Internet, database work, including data entry, searching, and reporting – preferably Access;
* Very good communication skills and in particular, an excellent telephone manner;
* Experience of working in a busy office environment;
* Good organizational skills and a systematic approach to work;
* The ability to prioritize between competing demands;
* Fluency in English, Tajik and Russian;
* Experience working within a team and good sense of humour.

All interested candidates should apply before October 04, 2024 via link:

<https://secure.dc4.pageuppeople.com/apply/996/gateway/Default.aspx?c=apply&sJobIDs=498437&SourceTypeID=796&sLanguage=en-us>