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**Title:**

**Reports to:**

**Job Function:**

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**Duties and Responsibilities:**

Personnel of Institut Pasteur de Côte d'Ivoire, you'll have to:

- Assist with planning and organizing field sampling activities, human and wildlife as needed
- Assist with data entry into database
- Assist with managing laboratory supplies
- implementation, this may include assisting in procurement, and supply tracking and management
- Assist with coordinating logistics for visiting scientists from Ecohealth Alliance as well as visitors that are engaged in in-country projects
  - Manage day to day office work
  - Assist with the development and tracking of annual project budgets
  - Work with in-country partners to ensure the timely provision of invoices and reports
  - Assist the Program Manager with ensuring project partners comply with the funding requirements and project regulations
  - Accounting for translation of agreements, publications, reports and any program documents
  - Assist in the development of administrative manual and financial procedures in the project for CIV
  - Develop personnel management documents
  - Implement procedures for archiving : digital and physical
  - Develop documents for asset management: documentation of the procurement process, customs clearance, inventory...
  - Assist the Country Coordinator with the development and editing of monthly, quarterly and annual reports
  - Organize meetings and calls, and ensure that all attendees are well prepared
  - Organize travel, accommodation and logistics for the team and visitors if needed
  - Manage office filing, inventory and supplies
  - Work with Ecohealth Human Resources to review and update the company's health, safety and other policies relevant to Côte d'Ivoire.
- Answering telephone calls/taking messages in a foreign language



## Institut Pasteur de Côte d'Ivoire

- Organising meetings
- Booking transport and accommodation for overseas visits/international visitors
- Translating documents from English to French and vice-versa
- Acting as an interpreter
- Handling foreign correspondence
- Typing/word processing
- Maintaining diaries/arranging appointments
- Filing
- Managing databases
- Recruiting, training and supervising junior staff

The above statements describe the general nature and level of work being performed by the person assigned to this job. This is not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the position

### Knowledge and Abilities:

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- . Able to understand, interpret and translate from French to English spoken and written,
  - . Good judgment, organization and efficiency;
  - . Capacity to learn and adapt;
  - . Dependability, initiative, motivation, and concern for interests of clients
  - . Strong, positive interpersonal skills;
  - . Ability to enter and retrieve data on a computer.

### Education and Experience:

- Fluent in written and spoken English and French
- Excellent computer skills
- High sense of self-motivation, responsibility, team spirit, work independence and efficiency
- Ability to demonstrate professionalism that promotes relationships of trust and respect while working with all levels of clients, subordinates, supervisors and colleagues in challenging settings
- Have already manage team for work
- Have an experience of minimum one year as assistant on health project
- Possess at least a Bachelor degree in Business Administration or equivalent
- Education in, secretariat and/or project management

If you are interested, please contact Ms Tanoh Florence (Phone: 07391520) , to Institut Pasteur de Côte d'Ivoire at Cocody



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