

**VACANCY**

**PROJECT ADMINISTRATOR (1 Post: Blantyre)**

The College of Medicine (COM), a constituent of the University of Malawi, has partnered with Seed Global Health to support goals in training current and future local health care providers, helping to empower COM graduates to deliver high quality care consistently, to incentivize them to stay within the local system and to promulgate best clinical practices, ultimately improving patient outcomes. Applications are therefore being invited from suitably qualified and interested individuals to fill the post of **Project Administrator** for the Project.

**Job Summary**

Reporting to the Head of Obstetrics and Gynaecology at College of Medicine, the Project Administrator will be responsible for the day to day administration of the three SEED Global Health partnerships. Working closely with the Partnership Coordinators in each department, the Administrator will compile and submit quarterly reports to partnership coordinators, assist in synchronizing activity reports to financial claims, organise monthly partnership team meetings to review activities, maintaining documentation and handling financial transactions and queries. The Administrator will ensure that planned project activities are completed on time, within budget and meet high quality standards.

The successful candidate will be offered a one-year contract renewable subject to satisfactory performance.

**Main Duties and Responsibilities**

1. **Project Planning and Implementation**

* Support partnership coordinator in implementation of project activities
* Monitor project progress and handle issues that arise.
* Create and maintain comprehensive project documentation, plans and reports
* Ensure that project annual work plans and timelines are adhered to by the project team

1. **Finance and Budget**

* Help prepare budgets
* Monitor budget implementation and recommend re-allocation of funds
* Monitor expenditure to ensure that activities remain within the budget
* Provide guidance on financial management issues

1. **Procurement**

* Oversee and manage project procurement processes

1. **General Administration**

* Support the Partnership Coordinators to Manage resources, equipment and information
* Prepare documentation for monthly, quarterly and annual project reports for Partnership Coordinators

**Requirements and Qualifications**

* Bachelor’s degree in Business administration, project administration/project management, health management or any related field
* 2 years proven work experience as a Project Administrator, Project Manager or a similar role
* Ability to prepare schedules and step by step action plans
* Demonstrate organisational skills including multitasking and time management
* Strong interpersonal and team work abilities
* Experience in project management, financial management and infrastructure development
* Strong working knowledge of MS Word MS excel and other relevant computer packages
* Experience of working in an academic institution and knowledge of Malawi health strategies and policies will be an added advantage
* Experience in managing, monitoring and evaluation of grant funded programmes will also be an added advantage.

**How to Apply**

Applicants meeting the requirements above should submit applications including copies of certificates and CV with names, emails and contacts of 3 traceable professional referees to:

The Registrar

College of Medicine

Private Bag 360

Chichiri

Blantyre 3

Or

Email: [hr@medcol.mw](mailto:hr@medcol.mw)

Applications should be submitted by 29th January, 2021. Only shortlisted applicants will be contacted