

Lively Minds Job Description – HR and Administration Assistant

Summary

Position: HR and Administration Assistant.

Reports to: HR Coordinator

Based: Tamale office

Contract: A fixed-term contract of two years, with a possibility of contractual renewal depending on how our Ghana scale up programme is progressing.

Hours: Full-time, 8am to 4pm Monday to Friday, with one hour for lunch.

Compensation: Band 6.

Benefits: Benefits include basic, medical insurance for the employee only. We also offer Tier 3 SSNIT (3% contribution). Lively Minds is passionate about learning and development. We offer all staff access to internal learning opportunities.

About us

Lively Minds is an award-winning NGO, working to get pre-schoolers in rural Ghana & Uganda school-ready. Since 2008, we have developed an innovative, behaviour-change programme that empowers marginalized, poorly-educated mothers to run educational 'Play Schemes' for pre-schoolers and to provide better home-based care, using local resources. The Lively Minds programme aims to improve school-readiness of rural kindergarten children, by training parents to provide practical, cost-free learning and developmental activities in the kindergarten and at home.

Following a highly successful pilot, Ghana Education Service (GES) has officially adopted our programme to improve early childhood development. Our goal is for mothers and the GES to run our programme at scale. Between 2020 and 2024, GES will adopt and scale the programme to 60 districts, in 8 regions. Lively Minds will provide training, technical assistance, and district-level capacity building to enable the programme to be embedded and sustained. This will be implemented across Bono East, Bono, Oti, Savannah, North East, Northern, Upper East, Upper West regions.

We're an ambitious team, determined to have a major positive impact on the world. We work hard, at a fast pace, in a challenging environment. We expect everyone to give their best to achieve the best possible results. Our work is demanding but provides plenty of opportunity for learning, growth and creativity. We want all staff to be happy, fulfilled and to feel appreciated and valued in their work.

To find out more about our programme, please visit www.livelyminds.org.

About the role

The Administrative Assistant plays a key role in the Ghana programme, supporting the HR and finance teams and provides administrative support to the programme as required. The role may also be involved in administrative support to projects. They will work closely with the finance and programming team.

The role cuts across finance, administration and HR and will require a high level of attention to detail. This dynamic position requires the ability to anticipate needs, think critically and offer solutions to challenges with a high level of professionalism and confidentiality.

The role is fast-paced and collaborative. We are looking for an energetic, highly engaged, team-player with a 'can-do' attitude. To succeed in this role, you must be a self-starter. This role has the opportunity to expand to other business needs and the scoping of this role will be conducted collaboratively with the post holder.

Main duties and responsibilities

HR and Learning Team Administration

- Provides administrative support for recruitment and acts as first the point of contact for candidates
- Advises employees on HR administrative queries
- First point of contact for HR systems (Breathe and Easy LMS)
- Coordinates logistics for induction processes
- Monitors compliance and attendance for inductions and online learning courses
- Maintains and updates HR systems (HRIS, Easy LMS and HR team SharePoint site)
- May be required to provide administrative support to training sessions organised by SMT members or the Capacity Building Specialist
- Managing Ghana staff medical/health insurance (Register new staff- hard copy forms and online, review and update staff lists for renewals, assist staff complete claims, etc)
- Coordinates flights and accommodation arrangements for non-field staff, SMT and global travels
- Assists in booking staff international and local flight
- Arrange for travel insurance and prompt for payment of same.
- Coordinate with LM Driver for airport pickups/drop-offs when necessary
- Ensures Office accommodation is in shape for staff lodging
- Assist the HR Coordinator in line managing the two house keepers

Support to Country Director

- Manages schedules and arrange visits for CD to the field, including working with the finance and admin team to arrange transport, accommodation, etc.

- Support CD to complete financial reporting in relation to CD activities (e.g. travels)
- Act as the point of contact among staff and external partners in relevant matters that apply to the Directors
- Organise and maintain filing of documents in correct folders on the OneDrive/Sharepoint or in correct filing system within the office
- Greet and direct all guests of the Director and help to create a welcoming environment for guests

Admin Support for Projects

- Depending on workload may be required to provide administrative support to HR and learning projects. Typical projects may include policies and systems and a focus on compliance
- Depending on workload may provide support to capacity building initiatives such as training sessions
- Depending on workload may provide 1:1 mentoring for staff on HR systems and IT skills in collaboration with the rest of the HR team

You may be assigned any other responsibility in agreement with your line manager, in contribution to Lively Minds work and in recognition of your experience and skills. It is therefore expected for staff to be flexible and willing to contribute to the work of the wider team

Experience and skills

Essential experience and skills

- Exceptional organisational skills and attention to detail
- Great time management skills, willingness to work extra hours when the need arises
- Strong verbal and written communication
- Ability to work in a diverse, multicultural environment.
- English language proficiency.
- High degree of professionalism and confidentiality
- Experience of using MS Office suite, familiarity with Outlook Calendars, and ability to adapt to and learn new technologies quickly

Desirable experience and skills

- Some experience of human resources administration
- Good understanding of financial budgeting and reporting

You will be expected to perform against the Lively Minds Competencies.