



RECRUITMENT NOTICE: ADMINISTRATIVE ASSISTANT / ASSOCIATE

Organization: Pivot (www.pivotworks.org)

Title: Administrative Assistant or Associate

Start Date: July 2024 (earlier if possible)

Commitment

- Effort: Part-Time (Monday-Friday, 20hrs/week, with potential for increase over time)
- Location: Remote - East Coast North America time zone
- Travel: up to 2 domestic trips per year

Job Overview

Pivot is a US-based NGO that has been collaborating with Madagascar's Ministry of Public Health since 2014 to develop a model health district through a health systems strengthening intervention in the rural Vatovavy Region. The **Administrative Assistant / Associate** will report directly to the Executive Director and collaborate closely with other members of the Global Support Team (GST) and Executive Leadership Team (ELT) in Madagascar to perform a variety of administrative and logistical functions.

Human Resources Administration

- Maintain the HR administration platform - ensure key documents are up to date, system is organized appropriately, etc.
- Support with running payroll and PTO management
- Support team with international recruitment - upload on key hiring platforms, organize & archive profiles, participate in 1st selection process and screening calls as need be

Organizational Administration

- Manage and distribute incoming physical and electronic mail
- Point person on general Pivot phone number
- Serve as point of contact for collaborating institutions (e.g. universities, US government systems) for administrative tasks
- Support data compilation and reports on key administrative information
- Support policy updates as needed

Logistical Support

- Arrange travel schedules and make reservations for all GST team members
- Support with events coordination and management

Other Duties

- Research / compile / summarize information for reports or presentations upon request
- Proofread / edit presentations, publications, reports, etc. upon request
- Maintain computerized filing system for key organizational documents

- Submit and reconcile monthly expense reports as needed
- Work closely with other administrative staff to support colleagues as needed
- Support note-taking during key meetings as needed

Qualifications & Skills

The ideal candidate will have:

- Digital literacy and research skills, including the ability to analyze the reliability of information
- Familiarity with standard office platforms, such as Microsoft or Google Suite
- Data management and entry skills
- Accurate record keeping and written communication skills
- Time management, multitasking, flexibility and ability to navigate multiple deadlines
- Organizational skills, including the ability to maintain and improve filing systems
- Accuracy and attention to detail
- Proactive approach to problem-solving and process improvement
- Ability to work well independently and in collaboration with others
- Event planning and coordination
- Ability to work in a multicultural setting
- Willingness to travel internationally
- Language Skills :
 - English fluency required
 - French skills a plus

Education & Experience requirements

- Undergraduate or associate's degree
- Certified administrative professional a plus
- Past administrative experience or tenure in an office setting a plus

Values

- A commitment to advancing health equity and social justice
- Enthusiasm for working on a small remote team that is supporting a growing team/organization in Madagascar

Benefits

- Competitive salary range: \$22,500-\$27,500 per annum @ 20hr/week effort (commensurate with experience)
- PTO package: 15 days vacation, 5 days sick leave
- Health insurance (including dental & vision)

To apply, please send your CV **and** cover letter to jobs@pivotworks.org by June 9, 2024 @ 11:59pm ET and include "Administrative Assistant Application" in the subject line. Candidates will be reviewed on a rolling basis; applications submitted outside of these guidelines will not be considered.