

POSITION: PUBLIC HEALTH ADMINISTRATIVE MANAGEMENT ASSISTANT

BASIC FUNCTION OF POSITION

The mandate of CDC is to support the implementation of activities funded through the President's Emergency Plan for HIV/AIDS Relief (PEPFAR) led by in Burma by the United States Embassy in Rangoon. CDC's current portfolio of activities includes supporting the national response to HIV/AIDS, with a specific emphasis on providing technical assistance in several technical areas including: HIV/AIDS care and treatment; laboratory systems strengthening; and strategic information including supporting epidemiological surveillance and monitoring of the epidemic.

Under the supervision of the CDC PEPFAR Program Director, the Administrative Assistant carries out designated daily administrative and program support tasks.

MAJOR DUTIES AND RESPONSIBILITIES

1. General Administrative Support (30%):
Carries out general administrative tasks including: photocopying, faxing, scanning and filing/record-keeping of documents and other materials (electronic and hardcopy): assembles data to draft/edit/format correspondence, memoranda, and cables for clearance, approval and/or signature for the CDC PEPFAR Country Director or the appropriate technical office director; compiles materials needed for meetings, writes reports, letters, cables, e-mails, and memoranda; reviews outgoing correspondence and reports prepared by members of the staff and edits to ensure proper format, grammar, clearances, and distribution from the CDC Office. Develops and maintains a document tracking and information retrieval system for the office, including tracking document clearance; and maintains filing system for key materials. Coordinates and ensures smooth arrangements for meetings such as reserving meeting rooms, scheduling and sending meeting requests, minute taking, requesting IT equipment (if any), and preparation of material for the meeting. Ensures necessary stationary and office supplies are available for use and alerts CDC PEPFAR Country Director when supplies need to be ordered or purchased. Initiates authorized purchase order requests

and monitors status of existing requisitions to ensure timely delivery of goods & services.

2. Time and Attendance/ Calendar/Travel (20%):
Manages Time and Attendance (T&A) reporting and leave calendar for CDC Office staff. Maintains CDC PEPFAR Country Director's calendar for appointments, calls and meetings; coordinates travel for all CDC staff, including ensuring country clearances, visa requests, diplomatic notes, and travel authorizations are submitted and approved in time; and works with Embassy travel office to provide logistical support for transportation and lodging needs of in-country as well as CDC TDY staff. Prepares quarterly travel plan for the CDC staff including planned itineraries, hotel and local travel reservations, and contact information.
3. Programmatic Administrative Support (30%):
Provides support related to partner and external communication related to CDC program activities, including drafting email and other correspondence; and supports the management of CDC cooperative agreements, including preparing performance reports, project documents, and simple analysis tables and tracking sheets. Maintains CDC technical files and financial assistance awards; performs literature searches; and maintains and updates contact list for CDC implementing partners, the Ministry of Health, other USG agencies and donor organizations. Manages database containing programmatic information for CDC PEPFAR activities, including uploading, editing, and cross checking of information.
4. Budget and Data Entry Support (20%):
Monitors program expenditure and budgets. Maintains budget and expense log as well as makes petty cash requests when needed. Assists with Country Operation Plan data entry, including managing development of activity narratives and partner budgets. Provides program and administrative assistance in tracking PEPFAR reports for Semi-annual and Annual reports of PEPFAR implementing partners, including downloading and cleaning data submitted by the implementing partners.