



## **PAFLAR**

**Paediatric Society of the African League against Rheumatism**  
Stronger Together for a Better Future

8<sup>th</sup> December 2020

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### **JOB OPPORTUNITY**

**POSITION: PROGRAM OFFICER**

**REPORTING TO: PAFLAR TASK FORCE**

**KEY VISION:** Have a membership service driven Secretariat.

### **RESPONSIBILITIES**

**The Program Officer should report to the PAFLAR Task Force through the Chair. The roles are as outlined below;**

1. Program manager in the general administration of the secretariat:
  - Disseminate information about the Association and its activities to the membership, stakeholders and all other interested parties.
  - Follow up to ensure the necessities needed for running the secretariat like stationeries, furniture and all other infrastructure are in place.
  - Serve as the bank agent for the Association bank accounts responsible for all the bank transactions (withdrawals, deposits, statement requests)
  - Keep record of members through the agreed digital platforms
  - Organize for the association's weekly, biweekly and monthly meetings and capture proceedings through recordings and minutes
  - Co-ordinate organization of the upcoming PAFLAR Scientific Conference 2021
  - Follow up and maintain members' records, payments and registration details
  - Co-ordinate with website designer on updating the PAFLAR website content
  - Manage and monitor PAFLAR's social media accounts
  
2. Fund raising for the association activities:
  - Develop fund raising strategies
  - Debt collection and manage the accounts receivables
  - Develop and manage funders/partners database
  - Contact, develop and retain partners
  - Prepare both activity and operational budget for the Association
  - Track budget line executions and expenditure
  
3. Implementation of Association Projects (calendar of events):
  - Help in the development and co-ordination of the Association calendar of events and activities
  - Organize the monthly CME's and Symposia
  - Help develop project proposals for possible funding

- Involved in the project implementation.

	<b>ESSENTIAL</b>	
Experience	<ul style="list-style-type: none"> <li>• Experience in busy customer service environment.</li> </ul>	
Skills and abilities	<ul style="list-style-type: none"> <li>• Work with minimum supervision</li> <li>• Great interpersonal skills to handle both internal and external customers</li> <li>• Problem solving skills</li> <li>• Meeting work deadlines</li> <li>• Team work</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• Continuous training (short courses where possible) on work environment process would help in increasing efficiency.</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Maintain high integrity</li> </ul>	

The Program Officer shall be based in Nairobi, Kenya. Fluency in French is an added advantage.

Interested persons should send the application documents listed below to [info@paflar.org](mailto:info@paflar.org) not later than 30<sup>th</sup> December 2020

- 1.Cover Letter
- 2.Curriculum Vitae