

Project Coordinator – Transformation Delivery Initiatives (Maternity Cover) at Save the Children

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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The Save the Children Fund, commonly known as Save the Children, is an international non-governmental organization that promotes children's rights, provides relief and helps support children in developing countries

ROLE PURPOSE:

This role will support projects across our Transformation Delivery portfolio with general project coordination and administration. This will be a key role to support delivery of these critical initiatives and will have the opportunity to learn and develop across a range of different project types working with Senior Level staff from across Transformation Delivery and beyond.

KEY AREAS OF ACCOUNTABILITY:

Pro-actively manage a variety of internal and external meetings on behalf of projects, including meetings at Senior Management level. Tasks include coordinating meeting invitations, room booking if required, taking minutes, publishing meeting materials on SharePoint and ensuring meeting actions and decisions are documented

Manage logistics for meetings and workshops. Tasks include managing participant lists, sending invitations, venue booking, travel support for participants, e.g. visa invitation letters, material collation, liaison with suppliers, coordinating invoice payments and coordinating internal programme and project meetings

Support with the design and production of internal communications materials related to Transformation Delivery projects. Tasks include proof reading key project reports and slide packs, drafting meeting materials and formatting documents to align with Save the Children's branding

Manage project document storage and online portals to ensure all content is well structured and up to date

Managing access to SharePoint sites and Microsoft Teams

Oversee the induction process for new joiners to the Project teams. Tasks include: setting up and running induction calls, procure equipment such as laptop and any other homeworking support

Support to Project Leads and Project Managers. Tasks include: updating team action cards and support in ensuring actions are completed by the team within the agreed timeframe, extracting and updating progress reports and ensuring these are communicated to the team, support in project planning and ensuring deadlines are met

Develop strong, positive relationships with all relevant stakeholders across the Transformation Delivery portfolio

Support with project Finances by processing invoices, creating and managing Purchase Orders

EXPERIENCE AND SKILLS

Previous experience in an office administration, Project Coordinator or similar role, preferably in an international environment

Experience of planning and organising meetings and events, with a strong attention to detail

Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)

Strong planning/anticipation skills. Experience of planning and organising meetings and events, with attention to detail

Sound judgement and an ability to effectively prioritise multiple tasks in a constantly changing environment

Ability to adopt a pro-active approach and offer solutions as appropriate

Strong written and oral communication skills, fluent in English, with an eye for detail

Ability to liaise and communicate effectively with a broad range of people at all levels, across different cultures and to act with credibility, discretion, tact and diplomacy both within and without the organisation

Ability to work to tight deadlines with strong attention to detail

Maintain a calm disposition and positive outlook particularly when working under pressure

Self- motivated with ability to work autonomously

Commitment to the mission, vision and values of Save the Children

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Cross References and Citations:

- 1. Project Coordinator – Transformation Delivery Initiatives (Maternity Cover) at Save the Children** [KenyajobsJobs Kenya Kenyajobs](#)
- 2. Project Coordinator – Transformation Delivery Initiatives (Maternity Cover) at Save the Children** [ScrumjobsJobs Kenya Scrumjobs](#)
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- 4. Project Coordinator – Transformation Delivery Initiatives (Maternity Cover) at Save the Children** [HairjobsJobs Kenya Hairjobs](#)
- 5. Project Coordinator – Transformation Delivery Initiatives (Maternity Cover) at Save the Children** [AgilejobsnearmeJobs Kenya Agilejobsnearme](#)
- 6. Project Coordinator – Transformation Delivery Initiatives (Maternity Cover) at Save the Children** [JobscareerscentralJobs Kenya Jobscareerscentral](#)
- 7. Project Coordinator – Transformation Delivery Initiatives (Maternity Cover) at Save the Children** [Schooljobsnearme Jobs Kenya Schooljobsnearme](#)
- 8. Project Coordinator – Transformation Delivery Initiatives (Maternity Cover) at Save the Children** [Europejobscareer Jobs Kenya Europejobscareer](#)

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