

KEY RESPONSIBILITY AREAS	ACTIVITIES PER OUTPUT	PERFORMANCE STANDARDS	APPROX. HOURS
<p>KRA 1. Administrative and Logistical Support – OVERALL</p>	<p>Organizing meetings, workshops, webinars and related member communications:</p> <ul style="list-style-type: none"> • Develop a schedule of regular meetings • Send out invites (recurring and otherwise) for meetings at beginning of the year • Send out reminders 2-3 days before each meeting • Monitor and follow-up bounced emails – adjust in Mail Chimp lists • Send out invites (recurring and otherwise) to new members joining WWSOSA • Update invites should there be changes <p>Receiving and Uploading Documents:</p> <ul style="list-style-type: none"> • Send out reminders and documents 1 week before meeting, and again 3 days before the meeting • Upload presentation slides on google site prior to meetings as needed • Acquire and upload meeting slides, recording and the chat box. • Upload documents on google folder as needed <p>Communication:</p> <ul style="list-style-type: none"> • Design invitations (in consultation with Coordinator) • Manage the zoom tech as needed • Create and manage specific project WhatsApp Groups • Tech support for uploads to the website and social media, on request. <p>Administration:</p> <ul style="list-style-type: none"> • Develop and manage a filing system for documentation relating to the Collective • Create and keep updating a Google Docs Folder using the above filing system • Create and keep updating meetings attendance register/s • Compile and update the master list of stakeholders after every meeting • Compile and update the list of the Collective’s Working Group Conveners, Joint Project Coordinators and members. • Take minutes during meetings periodically • Remind the Coordinator of follow up on matters arising from minutes of meetings of the Collective. • 	<ul style="list-style-type: none"> • Number of bouncing emails is reduced by 90% • Refine and maintain a detailed Google folder system – where all documentation is housed as well as recordings of key meetings are housed – filed within 2 days after a meeting. The aim is sustainability and for files to be easily accessible to the relevant people. • WWSOSA membership list and Stakeholder / Partner Master List is up to date and ‘speaks to’ the Faith Action Participants list • WWSOSA Newsletters are sent out within a few hours of a request if urgent – or a day if regular. • Relevant Whatsapp groups are active and used as efficient communication tools for specific purposes • Members of project teams are fulfilling their roles in line with resolutions meetings 	<p>1.5 days per month</p>
<p>KRA 2. Logistical and Administrative Support for the Faith Leaders Gender Transformation</p>	<p>Meetings:</p> <ul style="list-style-type: none"> • Organise logistics for session meetings – plenaries online (inc. connectivity, data subsidies, etc) and face-to-face (transport subsidies, bookings, etc) • Establish and maintain regular meetings schedules on Zoom • Facilitate the tech support for Online meetings • Arrange logistics for curriculum review and planning meetings 	<ul style="list-style-type: none"> • This role entails being a clear central communications hub who makes sure all relevant people are clear about their tasks and accountabilities – and who to turn to for questions or help. 	<p>4 days per month</p>

<p>Programme specifically</p>	<ul style="list-style-type: none"> • Make notes in meetings • Create google folders for key meeting documentation, including notes, slides, recordings, work plans <p>Support for managing and communicating with programme participants:</p> <ul style="list-style-type: none"> • Logistics for application process • Create Invitation to Apply • Manage ongoing Communications with Participants as well as their faith institutions before, during and after all and any meetings – alert mentors of any emerging challenges raised by participants • Create online Google folders for meetings records, resources, assignments and assignment submissions • Teach and support participants to access the Google folders, upload their work on their personal online submission space • Support preparation of slides for online meetings • Offer ongoing support for the mentors (as time permits) • Liaise with external service providers and ensure all logistics for their contributions are catered for <p>Administration:</p> <ul style="list-style-type: none"> • Draft agenda and circulate related documentation to task team members • Develop and manage a filing system for documentation relating to the participants and their organisations/ institutions • Take minutes during the Curriculum and mentors debrief and planning meetings and follow-up on matters arising • Establish and maintain online attendance registers • Follow-up on meeting attendance • Upload documents on google site within 24 hours of any meetings – or before meetings if preparation is required. 	<ul style="list-style-type: none"> • At least 60% of the participants and curriculum and mentor teams regularly attend meetings • All participants are able to access all relevant documentation related to the programme • All documents, including plans and minutes (as well as meeting recordings), are loaded on the google folder • Members are fulfilling their roles in line with resolutions of the meetings 	
<p>KRA 2. Logistical and Administrative Support for the Coordinator of Side by Side and BftW's Unity is Strength Project</p>	<p>Meetings:</p> <ul style="list-style-type: none"> • Organise logistics for session meetings – plenaries online (inc. connectivity, data subsidies, etc) and face-to-face (transport subsidies, bookings, etc) • Establish and maintain regular meetings schedules on Zoom • Facilitate the tech support for Online meetings • Make notes in meetings • Create google folders for key meeting documentation, including notes, slides, recordings, work plans <p>Support for managing and communicating with Chapters and Partners</p> <ul style="list-style-type: none"> • Compile a database and information on each chapter and member of SbS • Create and file together documents from SbS google drive and former website • Maintain regular contacts with chapters and members • Fulfill and respond to requests from IC • SBS Website and social media platforms - Maintenance and Uploads <p>Administration and Documentation:</p> <ul style="list-style-type: none"> • Draft agenda and circulate related documentation to GSG or task team members • Develop and manage a filing system for documentation relating to the participants and their organisations/ institutions • Take minutes during the matrix management debrief and planning meetings and follow-up on matters arising 	<ul style="list-style-type: none"> • At least 60% of the participants and Teams regularly attend meetings • All documents, including plans and minutes (as well as meeting recordings), are loaded on the relevant google folder • Members are fulfilling their roles in line with resolutions of the meetings • The website and related social media are up to date and updates are uploaded efficiently and any related notifications are sent out promptly • Conferences and meetings hosted by WWSOSA for SBS are efficiently organised and show warm hospitality. • All financial supporting documents are meticulously filed and all records maintained as needed. • International Coordinator and Host Communications are smooth, clear and effective. 	<p>1 day per month</p>

	<ul style="list-style-type: none"> • Establish and maintain online attendance registers • Follow-up on meeting attendance • Upload meetings minutes and related documents on google site within 24 hours of any meetings – or before meetings if preparation is required. • Liaise with service providers and ensure their logistics needs are met 		
KRA 3 Handle enquiries related to WWSOSA or any of the projects it is holding: Faith Action to End GBV Collective, Side by Side, Unity is Strength	<ul style="list-style-type: none"> • Handle telephonic and email enquiries related to WWSOSA, SBS and BftW • Channel enquiries to the relevant staff • Provide documents as and when requested • Keep a record of all new communications, for further relationship-building as needed • Respond to requests from IC and Coordinators • Cooperate with the Admin Officer supporting WWSOSA's Secretariat role to the Faith Action to End GBV 	<ul style="list-style-type: none"> • 100% of enquiries are responded to either directly, or referred to the relevant person to attend to • All documents related to WWSOSA, the Faith Action Collective, SBS or the BftW project are easily accessible by the relevant people needing them. 	Integrated into all
KRA 4 Provide administrative support to the Board and the WWSOSA Coordinator as ex officio Board member	<ul style="list-style-type: none"> • Organise regular meetings, diarise and manage the tech • Develop a schedule of the Board and related sub-committee meetings • Send out invites (recurring and otherwise) for Board and Sub-Committee meetings at beginning of the year, and make adjustments as needed • Compile minutes in Coordination Team Meetings • Ensure minutes are edited and circulated to all members of the team 	<ul style="list-style-type: none"> • The Board and Sub-Committees are supported as and when necessary • Statutory meetings are diarised proactively and meeting records are meticulously filed in preparation for and follow -up to all meetings. 	Average 1/2 day per month
TOTAL DAYS			7 days per month average
			56 days in total over 8-months