

Junior Administration and Human Resources Officer

DKT International

Job Description

DKT International seeks a Junior Administration and Human Resources Officer to assist in the headquarters of a large, complex, non-profit using social marketing to address public health needs in over twenty developing countries.

In addition to strong technical skills in areas of administration and human resources, the successful candidate will demonstrate the ability to think critically, anticipate issues and needs of the organization, and write and communicate effectively. This position will also provide a range of support functions to the Chief Executive Officer. The position is based in Washington, DC, and reports to the Office Administrator.

Responsibilities include supporting the smooth administrative functioning of the offices, including working with DKT's overseas offices, and ensuring that human resource needs are met both for international and national staff.

Specifically, the successful candidate will:

- Oversees human resource functions, including on-boarding for new employees, maintaining and updating employee information, sharing relevant updates, and managing employee benefits, including insurance.
- Provide secretarial support including entering, formatting, and printing information, organizing and responding to administrative queries and requests, answering the telephone, maintaining equipment and supplies, filing and organizing a range of documents, collecting and mailing correspondence, maintaining/ checking supplies and inventory.
- Providing administrative support to DKT's offices and partners, including passport and visa processing, legal documentation, maintaining facilities, records, equipment. This includes, when needed, planning space allocations, layouts and floor moves, arranging for and supervising building maintenance, involvement in identifying and procuring services and products as needed and requested
- Help ensure that the headquarters office runs smoothly and efficiently, including availability of supplies and processes that are clear and anticipate the needs of office members.
- Provide a range of support functions to DKT's President.
- Help maintain and oversee IT consultants, including related to DKT's website and social media sites.
- Occasional support to the Finance and Accounting Department for filing, scanning, performing organizational tasks, developing finance tools.
- Help build company morale with events, activities, and staff recognition.
- Other duties as assigned.

Qualifications:

- College Degree
- Minimum of 4 years' experience working in relevant field or organization
- Strong verbal and written communications skills.
- Proven administrative, HR, and organizational skills, with attention to detail.
- Fluency with computer programs needed for effective office management.
- Track record of dependability, teamwork, confidentiality.

The candidate must share DKT's enthusiasm for providing and promoting contraceptives in developing countries and should enjoy and be comfortable with all aspects of family planning and reproductive health, including abortion.

This position requires a person who is accustomed to and enjoys working largely on his/her own with minimal supervision. Should have strong time management, organizational, and relationship-building skills. Candidates should be results oriented, success-driven, self-motivated, problem solving, comfortable with risk-taking and impatient with bureaucracy. A very strong sense of ethics, honesty, and integrity are assumed.

Company Description

Since 1989, the nonprofit social business DKT International has been promoting family planning and HIV/AIDS prevention through social marketing in the developing world. DKT has programs in 22 countries and, in 2015, provided and sold over 620 million condoms, 73 million cycles of oral contraceptives, 24 million injectable contraceptives, and 1.9 million IUDs. In 2015, DKT served over 30 million couples, making DKT International one of the largest private providers of contraceptive products and services in the developing world.

DKT has been recognized as a nonprofit leader in the area of financial accountability and efficiency.

Every year DKT's innovative programs are saving more lives and improving the health of families in Latin America, Africa, and Asia.

For more information, visit www.dktinternational.org or follow us on Twitter @dktchangeslives. Please submit your letter of interest, CV, and reference to recruiting@dktinternational.org