

CAHF is Hiring: AUHF Administration Officer

CAHF is looking for a detail-oriented, highly competent administrator to manage the Secretariat duties for the African Union for Housing Finance. The candidate will become part of the Market Development Support Division at CAHF.

Candidates should be proactive and assertive, with excellent writing, interpersonal and administrative skills, and demonstrate a strong sense of professionalism in their work. We are looking for someone who is good at multitasking, who can process information well and use this to act decisively, whether directly or by referral, in addressing the range of requests that AUHF members deliver. The candidate must be able to work independently and well under pressure, as well as in a team. Attention to detail, adherence to deadlines and strong process management skills is critical.

This is a position for someone who is interested in the development of African economies, and supporting the growth of Africa's housing finance sector. While content knowledge is not required, we expect a commitment to purpose.

Interested applicants should please send a cover letter, their CV and three references to Lisa Lazarus on llazarus@icon.co.za by 19 October 2018.

We reserve the right not to make an appointment at this stage if a suitable candidate cannot be found.

GENERIC INFORMATION

1. JOB TITLE	AUHF Administration Officer
2. DEPARTMENT	Secretariat for the African Union for Housing Finance
3. REPORTING TO	Market Development/Investment Catalyst

Purpose

The African Union for Housing Finance (AUHF) was established as a member-based body of housing lenders in 1984. Today, the AUHF comprises of 48 members – banks, building societies, micro lenders, housing development corporations, developers and other institutions involved in the mobilisation of funds for shelter and housing – from 17 different countries across the continent. As an industry body, we promote the development of effective housing finance markets across Africa, working in the interests of both our members and the industry as a whole.

In serving its members and realising its goal of effective housing finance markets in Africa, the AUHF pursues four main activities: (1) networking and deal facilitation, (2) capacity building & training, (3) lobbying and advocacy, and (4) information collection and dissemination.

The Secretariat of the AUHF is run by the Centre for Affordable Housing Finance in Africa (CAHF), and it is within CAHF that the post would sit. For more information about the AUHF, visit its website at www.auhf.co.za. For more information on CAHF, visit www.housingfinanceafrica.org.

Key Result Areas	Outputs
<p>AUHF Governance and Administration</p>	<p>AUHF Board:</p> <ul style="list-style-type: none"> • Put together a calendar with meeting dates for the Board (3 meetings per year); • Follow-up with the board members on the upcoming meeting venues/countries; • Once the dates are confirmed (one year in advance) send out calendar invites; • Send out monthly reminders to the board members for an upcoming meeting closer to the dates; • Book meeting venues include catering and accommodation or teleconferencing facilities; • Preparation of Board Papers • Minute taking and matters arising input • The minutes and matters arising documents must be finalised two weeks after the board meeting, submit for review and approval; • Using the approved matters arising, allocate tasks to respective persons. If the task is administrative – Administration to complete. • Follow-up with respective persons until allocated task is completed, • Ensure the meeting papers are in order within a month after the meeting date. <p>AUHF Board Sub-committees:</p> <ul style="list-style-type: none"> • Put together a calendar with meeting dates for the Policy Sub-committee and Member Relations Sub-committee (3 Teleconferencing meetings for each Sub-committee one year in advance); • Follow-up with the sub-committee members until they all agree on dates; • Send calendar invites; • Send monthly reminders to the sub-committee members for an upcoming meeting closer to the dates; • Complete Sub-committee papers • Minute taking and input on matters arising; • The minutes and matters arising documents must be finalised two weeks after the sub-committee meeting, submit for review and approval; • Using the approved matters arising, allocate tasks to respective persons. If the task is administrative – administration officer to complete • Follow-up with respective persons until allocated task is completed; • Ensure the meeting papers are in order within a month after the meeting date.

Key Result Areas	Outputs
Financial Administration	<ul style="list-style-type: none"> • Two weeks before financial year end, put together a list of members to be invoiced • After the list has been approved by the Head of Finance and Operations, send the book keeper at BASA to generate the invoices. Set follow up intervals until the invoices are received • Once the invoices have been generated and shared, send them out to the AUHF Members using the AUHF account; • Request monthly bank statements from Head of Finance and Operations to update the age analysis report; • Follow-up with members in arrears every quarter (August, November, February, May) by sending out reminders to make payment, addressing issues of concern, liaising with the Board;
To provide support services to members in respect of: -	
Events and Programmes (Annexure A)	<ul style="list-style-type: none"> • All administration related tasks when it comes to organising events: • Coordinate with hotel to book meeting room and assist the delegates with accommodation. • Record registration forms onto a spreadsheet; • Sending out invoices to the delegates and follow up for payment; • Capture evaluation forms post event; • Sending out 'thank you' emails post event (incl. information on AUHF membership) within a week after the event.
Information collection and other research projects	<ul style="list-style-type: none"> • Collect monthly news on AUHF Members as input for the monthly newsletter; • Identify relevant, external events/trainings in the in real estate, finance, investments and housing and make these known through updates to the website and newsletter; • Identify speaking opportunities for AUHF Members.
Communication and Correspondence	<ul style="list-style-type: none"> • Follow-up with members to submit annual Housing Finance and Market Development reports; • Provide general filing and administrative support • Store research documentation on the website and box, so that it is easily and quickly accessible yet secure • Access filed research documents as and when required • Update the AUHF Website on a regular basis • Prepare / compile draft material for the AUHF Monthly Newsletter and send out monthly to members and wider AUHF mailing list
General Admin	<ul style="list-style-type: none"> • Responsible for all postage to members; • If a potential member completes AUHF membership form, follow-up until first payment is made; • Update the AUHF mailing database; • Disseminate, implement and improvise AUHF strategies (incl. Advocacy, professional development programmes, communication plan etc); • Complete the Quarterly Board Reports.

REQUIREMENTS	
<p style="text-align: center;"><u>Qualifications</u></p> <ul style="list-style-type: none"> • Preferable qualification in financial management and administration; • Tertiary qualification minimum Degree-level graduate or equivalent in one of the following or similar fields (Office Management and Technology, Communications and Administration, Housing or Built and Environment studies) • High level of proficiency in MS Office Programmes 	<p style="text-align: center;"><u>Experience</u></p> <ul style="list-style-type: none"> • Experience in general admin, event and project management • Experience in research, advocacy and lobbying initiatives; • Experience in the housing sector (knowledge of housing and housing finance)
ATTRIBUTES	
<ul style="list-style-type: none"> • Proactive and assertive • Excellent writing skills, interpersonal and administrative skills • Able to gather information from various sources to ensure valuable documents/ research / communication is created • Assimilates and retains information and uses when required • Able to process information and use to come to applicable conclusions • Eager and driven to learn and develop knowledge capacity; • Able to work independently and in a team; • Ability to prioritize, work under pressure with or without any direct supervision; • Ability to work long hours, deliver excellent services and meet deadlines; • Willingness to travel 	

Events and Programmes

Before the event:

1. Finalise concept note in consultation with CAHF Research Managers, including budget, dates, target market
2. Identify hotels to stay and conduct training
3. Coordinate with hotel to book meeting room and assist the delegates with accommodation
4. Record registration forms onto a spreadsheet;
5. Manage logistics with facilitators, including contracting
6. After approval – make sure the agreement is fully signed
7. Concurrently prepare and send out invoices to the paying delegates,
8. Follow-up delegates with outstanding invoices for payment
9. Send out an e-mail to every one two weeks prior to event, also reminding for payment.
10. Put together a reading list and information packs:
 - Reading List - Depends on topic, ask the RM's to assist with content
 - Information Pack - Includes country specific profiles, infographics, CAHF and AUHF pamphlets
11. Organise with a local host a photographer.
12. Site Visit Presentation before site visits.

During Training Event:

- Manage logistics and event coordination, acting as liaison for facilitators, delegates, local host, CAHF staff
- Specify the outcomes required from their attendance of the event
- Certificates - Appreciation for facilitators and attendance by delegates

After the event (within 2 weeks)

13. Send out 'thank you' emails post event (incl. information on AUHF membership);
14. Full financial reconciliation, after the event
15. Event report for internal use (to go into CAHF report to AUHF, and to our funders) – this would include your personal evaluation of the event, value-for-money achieved, and the list of actions follow up.
16. Capture evaluation forms
17. Event report for external use (to go on AUHF website and for distribution to members, for both accountability and advertising.