Vacancy: Office Assistant Intern

Position: Office Assistant Intern

Location: Addis Ababa

Employment Type: Part-time/ Internship

Reports to: President, Urology Society of Ethiopia

About Us:

The Urology Society of Ethiopia is a national civil society established in 2021 with the aim of advancing urology care in Ethiopia through research, education, and collaboration. We are seeking a motivated and detail-oriented Office Assistant Intern with a medical background to support our research-driven patient care initiatives and assist with office operations.

Job Overview:

We are seeking an organized, detail-oriented Office Assistant with an MD qualification to join our dynamic team. As an Office Assistant Intern, you will gain valuable experience in a dynamic environment, supporting research activities, managing online operations, and ensuring effective project coordination. This internship provides an excellent opportunity to work closely with our team and contribute to meaningful initiatives in Urology.

Key Responsibilities:

- Administrative Support:
    - Provide general office support, including organizing files, maintaining records, and performing routine administrative tasks.
    - Assist with various office duties as needed.
- Communication:
    - Liaise with researchers, partners, and stakeholders to facilitate smooth communication and project alignment.
    - Handle correspondence and maintain accurate records of communications and project documentation.
- Project Coordination:
    - Support the management and coordination of different projects including research, ensuring that deliverables are met on time.

    - Track project progress and assist in maintaining compliance with timelines and regulations.
- Online Operations:
    - Schedule, coordinate, and facilitate online sessions, webinars, and virtual meetings for the research team.
    - Utilize online tools such as Zoom, Google Meet and Microsoft Teams effectively.
- Research Support:
    - Assist in identifying research grant opportunities aligned with the organization's objectives.
    - Help prepare and submit grant proposals under the guidance of senior staff.

Qualifications:

- MD (Doctor of Medicine) or equivalent.
- Strong analytical and organizational skills.
- Skilled in online grant searching and proposal preparation.
- Experience with scheduling and facilitating online meetings and webinars (e.g., Zoom, Google Meet and Microsoft Teams).
- Excellent communication skills, both written and verbal.
- Ability to multitask, prioritize, and manage time effectively.
- Familiarity with project management and online collaboration tools is an advantage.

Benefits:

- Competitive stipend based on experience.
- Opportunities for professional growth and development.
- A collaborative and innovative work environment.

How to Apply:

Interested candidates should submit their CV to **fitsum1206@gmail.com** **or** **ramzive@gmail.com** with "Office Assistant Application" in the subject line.

Deadline for Application: **March 20, 2025**