

Administrative Assistant – AFIDEP Nairobi office

AFIDEP seeks a highly qualified and self-motivated experienced individual to fill the position of an Administrative Assistant for our Nairobi office to perform the roles of front office, office administration, procurement, travel, and logistics tasks.

Job purpose: To provide administrative support in the day-to-day delivery of responsive, effective and efficient administrative activities of Nairobi office.

Key Responsibilities

Front Office services

- Manage the reception; including receiving, screening and transferring calls
- Interface visitors with office, attending to guests and responding to inquiries
- Collecting, sorting, distributing and preparing mails, messages and courier deliveries
- With assistance from the Office assistant, making coffee and tea for staff and visitors
- Support the Institute on meetings and conferences
- Carrying out any other duties as assigned from time to time by the management

Administrative services

- Inventory maintenance for office supplies, kitchen, janitorial and sanitary supplies
- Petty cash management
- Filing and administration documentation maintenance
- Maintaining cleanliness and orderliness in the office, with the help of the office assistant
- Coordinate and prepare staff meetings materials as well as other meetings, workshops, and conferences
- Supervising Office assistant

Travel and Logistics functions

- Coordinate and/or support travel arrangements, including hotel bookings, ground/air transportation, and travel itineraries.
- Provide support in Visa processing and applications for staff
- Prepare expense reports for all travel and meetings logistics for accountability purposes
- Coordinate and sourcing out venues for workshops, retreats, and conferences for staff

Procurement management functions

- Support procurement function
- Maintenance of creditors register
- Establish and maintain good relationships with service providers

Qualifications and experience

- Bachelor's degree preferably in Business Administration from a recognized university
- At least Seven (7) years' experience in office administration preferably in the INGO sector is an added advantage.
- Basic knowledge in financial management and procurement
- Proficiency in MS Office applications accounting systems, Navision ERP will be an added advantage
- Demonstrable experience with strong partner relations and the ability to build and maintain working relationships with staff, partners and service providers
- Excellent interpersonal skills, time management, and communication skills in English - written and spoken
- Ability to manage other people and experience of working in a small team and distance team-working.
- Detail-oriented with a demonstrated ability to consistently and effectively produce high-quality work with a willingness to take on a variety of tasks/activities
- Able to work independently with little direction or supervision and possess the ability to coordinate and manage multiple projects.

All applications should be submitted to 'Human Resource Manager, African Institute for Development Policy (AFIDEP) **not later 14 September 2020 by 5: 00 p.m.**

Email: hr@afidep.org. Only shortlisted applicants will be contacted. Applications will be considered on a continuous basis until the position is filled.

AFIDEP is an Equal Opportunity Employer. It fosters a multicultural work environment that values equality and respect for diversity.