

**JOB DESCRIPTION**  
**INTERN PERSONAL ASSISTANT**

<b>Organization</b>	NEAR - Network for Empowered Aid Response, <a href="http://www.near.ngo">www.near.ngo</a> (Hosted by Adeso - African Development Solutions, <a href="http://www.adesoafrika.org">www.adesoafrika.org</a> )
<b>Position Title</b>	Intern - Personal Assistant
<b>Reporting To</b>	Executive Director - NEAR Network
<b>Working With</b>	Executive Director, All NEAR and Adeso Teams
<b>Program/Duty Station</b>	Nairobi, Kenya
<b>Duration</b>	One (1) Year
<b>Starting Date</b>	Immediately

**ORGANIZATIONAL CONTEXT**

Adeso, formerly known as Horn Relief, is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

**ABOUT NEAR NETWORK**

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition - to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

**POSITION SUMMARY**

Under the supervision of the Executive Director, the core function of this position is coordination of activities (operations and planning) and ensuring timely flow of information to and from the Executive Director's office.

The successful candidate will have proven ability to independently manage multiple tasks and projects with competing priorities and deadlines, screen and prioritize communications and opportunities from external and internal sources, and organize and maintain administrative processes essential to this position.

This is a high demand position requiring someone who can be available at the request of the Executive Director and her schedule.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Devising and maintaining office systems, including data management and filing.
- Making logistical arrangements for tickets, visas, accommodation and occasionally meeting and welcoming visitors at all levels of seniority.
- Organizing all the logistics and administration related to meetings and events.
- Supporting with coordinating logistics for NEAR related workshops, training events and conferences.
- Organizing and maintaining diaries and making appointments.
- Producing documents, briefing papers, reports and presentations.
- Liaising with clients and staff.
- Responsible for accounts travel and medical reconciliation.
- Acknowledging receipt of correspondences and documentation on behalf of Network staff.
- Coordinating and disseminating material for internal and external use as required.
- Assisting with various logistical and administrative tasks such as travel arrangements for the Network's staff, processing payments, budget preparation and review, procurement of supplies and equipment, Human Resources administration etc.
- Liaising with and supporting the Network staff to ensure that functions effectively, proper and timely follow up of tasks while making best use of project resources.
- Any other duties as required by the Executive Director commensurate with the post.

### SKILLS AND QUALIFICATIONS

- Bachelor's Degree in Social Sciences, Administration or Business Management.
- Minimum of one (1) year work related experience.
- Applicants with secretarial background will be have an added advantage.

In addition to relevant experience, secretarial and administrative knowledge, the position holder will need to show evidence of the following:

- Exceptional written and oral communication skills.
- Excellent word processing and IT skills, including knowledge of a range of software packages.
- The ability to work under pressure, with tight deadlines.
- Good organizational and time management skills.
- The ability to research, digest, analyze and present material clearly and concisely.
- Excellent interpersonal skills.
- The ability to work on own initiative.
- Honesty and reliability.
- Attention to detail
- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines.
- Discretion and an understanding of confidentiality.

### APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to [jobs@near.ngo](mailto:jobs@near.ngo) quoting 'Intern – Personal Assistant' in the email subject matter, by **May 18, 2017**.

Each application should be addressed to the Regional Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

**Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. The NEAR Network is an equal opportunity employer.**