

## Vacancy Announcement Administration and Operations Assistant - NEAR

<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>	Administration and Operations Assistant - NEAR
<b>Reporting To</b>	The Executive Director
<b>Working With</b>	NEAR Secretariat and Staff
<b>Program/Duty Station</b>	Nairobi, Kenya
<b>Duration</b>	One (1) Year
<b>Starting Date</b>	August 2017

### 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. The NEAR Network Secretariat is hosted by Adeso in Nairobi, with staff based in various countries.

### POSITION SUMMARY

The Administration and Operations Assistant will provide administrative support to the Executive Director and general organizational management in liaison with other NEAR and Adeso staff. S/he will manage the daily schedule for the Executive Director, NEAR staff keeping them informed of appointments and meetings in good time and changing schedules when necessary.

### SPECIFIC ROLES AND RESPONSIBILITIES

#### Assisting the Executive Director

- Screening and prioritizing communications with the Executive Director from external and internal sources.
- Acting as the focal point for all required approvals for staff managed by the Executive Director (travel authorization, advance requests and timesheets, fund requests), including ensuring submission of correct documentation, bringing complete requests to the Executive Director for signature and scanning and sending the approved documents back to the requester.
- Managing the Executive Director's travel advances and liquidations as well as following-up with staff for expense clearance before issuance of subsequent advance.
- In liaison with the Senior Operations Officer at Adeso, assisting with travel arrangements to the field for the Executive Director including flight/vehicle and accommodation bookings.



- Maintaining an up to date contacts database for the Executive Director.
- Performing any other duties as assigned by the Executive Director and the Program Manager.

### **Logistics and Administrative Support**

- Organizing all the logistical and administrative tasks relating to all meetings and events.
- Making logistical arrangements for tickets and hotel accommodation for NEAR team.
- Providing assistance in setting up Leadership Council meetings.
- Supporting with the hiring of all NEAR staff and consultants, including drafting job descriptions, ToRs.
- Assisting with the logistics for Network workshops, training events and conferences.
- Organizing and coordinating regular NEAR meetings and Skype/conference calls/video-conferences, often over different time zones, including the preparation and distribution of documents prior to meetings.
- Compiling and distributing minutes of all meetings.
- Acknowledging receipt of correspondence and documentation on behalf of NEAR staff, and drafting preliminary versions of correspondence to be reviewed by the Executive Director.
- Maintaining an effective filing system (hard and soft copies).
- Coordinating and disseminating material for internal and external use as required.
- Ensuring that various logistical and administrative tasks such as travel arrangements for staff, preparation of payment requisitions and getting approvals, activity budget preparation, review and monitoring, procurement of supplies and equipment within organization guidelines, Human Resources administration, leave planning and tracking are done in an effective and efficient manner.
- Liaising with and supporting NEAR staff to ensure effective, proper and timely follow up on tasks while making best use of project resources.
- In liaison with Adeso Finance, ensuring availability of petty cash, its reconciliation and replenishment.

### **Program Development and Management**

- Supporting the design and development of high quality donor proposals in collaboration with the NEAR team conducting background research where required.
- Working with the Executive Director to maintain frequent and productive communication with current and future donor agencies and foundations, identifying and following-up on potential funding opportunities and supporting the development of evidence-based, innovative concept notes and proposals.
- Supporting NEAR's adherence to compliance with all relevant donor policies and regulations.
- Supporting the grant award management module to track grant reporting milestones for all NEAR activities.
- Supporting the grants and report tracking system to ensure adherence to internal and donor deadlines for program, financial and any other grant award reports

### **SKILLS AND QUALIFICATIONS**

- Diploma in Secretarial Studies/Business Administration, Communications, or related field.
- Highly proficient in Microsoft Office packages (Word, Excel, PowerPoint, Outlook)
- Excellent organizational skills.
- Ability to communicate effectively with all levels of employees and outside contacts.
- Proven ability to work independently and manage multiple tasks to strict deadlines
- Keen attention to detail.
- Previous experience working in an International NGO preferred.



- Ability to provide flexible support including occasionally after hours and on weekends.

**Please Note:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

**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 “**Administration and Operations Assistant**” the email subject matter, by **9<sup>th</sup> August, 2017**.

Each application should be addressed to the 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. NEAR is an equal opportunity employer.**

