

**VACANCY ANNOUNCEMENT  
OPERATIONS INTERN**

<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.adesoafrica.org">www.adesoafrica.org</a> )
<b>Position Title</b>	Operations Intern
<b>Reporting To</b>	The Network Coordinator - NEAR
<b>Working With</b>	NEAR and Adeso Staff
<b>Program/Duty Station</b>	Nairobi, Kenya
<b>Starting Date</b>	Immediately

**ABOUT ADESO**

Adeso 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.

**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.

**SPECIFIC ROLES AND RESPONSIBILITIES**

- Support in organizing the upcoming NEAR Leadership Forum.
- Ensure that flights to and from South Sudan, Somalia, DR Congo, Nepal and Turkey are booked on time and in the most effective manner.
- Support in the reconciliation of flight, taxi and accommodation payments.
- Assist in bookings for accommodation for the leadership forum.
- Assist in the archiving system update and management with proper labels.
- Assist in maintaining procurement requests accommodation and flight purchase from different departments and prepare purchase plans with a view of ensuring cost effectiveness, timely procurement and quality of goods.
- Assist in keeping track records of all contracts for travel agency and payments.
- Assist in sending a request for quotations to the supplies and getting the quotations from different suppliers for comparison only for flights and accommodation
- Assist in raising payments and purchase request only for flights and accommodation
- Assist in verify and submitting of payments to finance when required.
- Ensure the proper filing of the departmental documents for logistics.

- Maintain up to date data and track international staff travels records, tickets, leases.

### SKILLS AND QUALIFICATIONS

- Minimum Diploma in Administration/Office Management/Front office management/Supply chain management /logistics or any other relevant diploma.
- Excellent IT skills in particular Word, excel and outlook.
- Ability to manage several tasks simultaneously, be flexible and be willing to assume a range of unanticipated assignments.
- Strong communication skills and ability to work independently as part of a team.
- Professional and friendly communication style, with the ability to field calls from a diverse group.
- Excellent attention to detail.

### Other:

- Uphold Adeso Values at all times.
- Robust energy and interpersonal skills at high level.
- Self-confidence, maturity & ability to co-operate with a wide variety of people.
- Ability to work on own initiative & under pressure and to meet deadlines.
- Personal commitment to working as reliable, honest, & trustworthy member of a team.
- Enthusiasm for good working practices and ability to analyze and improve systems.
- Tact/diplomacy.
- Ability to work effectively in a culturally diverse organization.

### 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 “**Operations Intern**” in the email subject matter, by **19<sup>th</sup> February, 2018**.

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. Adeso is an equal opportunity employer.