



VACANCY ANNOUNCEMENT
OPERATIONS ASSISTANT - MATERNITY COVER

Organization	Adeso - African Development Solutions, www.adesoafrica.org
Position Title	Operations Assistant - Maternity Cover
Reporting To	Senior Operations Officer
Working With	All Adeso Staff
Program/Duty Station	Nairobi, Kenya
Duration	Four (4) Months
Start Date	Immediately

ORGANIZATIONAL CONTEXT

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.

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. At present, Adeso has programs in Somalia, Kenya and South Sudan.

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

POSITION SUMMARY

Under the direct supervision of the Senior Operations Officer, the Operations Assistant – Maternity Cover will be responsible for assisting the Operations Department in the tasks specified below.

SPECIFIC ROLES AND RESPONSIBILITIES

- Ensure that flights to Somalia, Kenya and South Sudan are booked on time and in the most effective manner.
- Support in the reconciliation of flight, taxi and accommodation payments.
- Ensure bookings for accommodation for visiting staff and consultants.
- Support in booking venues for meetings and trainings when required.
- Support the Procurement Department in ensuring that all supplies, services and equipment required are delivered in time.
- Assist in ordering and receiving of supplies from various vendors.
- Support in the timely dispatch of cargo to Somalia and South Sudan.
- Assist in the archiving system update and management with proper labels.
- Assist in maintaining procurement requests 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 requests for quotations to the supplies and getting the quotations from different suppliers for comparison.
- Assist in raising payments and purchase request.
- Assist in verify and submitting of payments to finance when required.
- Ensure the proper filing of the departmental documents.
- Assisting staff with scanning, printing, photocopying, binding and lamination when required.
- Stand in for the receptionist during their absence.
- Assist in the updating of phone extensions and sharing with Nairobi staff
- Assist in receiving/helping visitors guiding them where required.

SKILLS AND QUALIFICATIONS

Essential:

- Diploma in Business Management, Logistics Management or related studies.
- Knowledge and basic understanding of Operations Systems.
- Good communication and organizational skills.
- Ability to manage own time well and oversee basic processes.
- Ability to work as part of the team.
- Robust energy and good interpersonal skills.
- Self-confidence, maturity and ability to co-operate with a wide variety of people.
- Ability to work on own initiative and under pressure to meet deadlines.
- Personal commitment to working as reliable, honest, and 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@adesoafrica.org, quoting “**Operations Assistant - Maternity Cover**” position in the email subject matter, by **19th 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.