

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Programme Administrative & Liaison Officer (2 positions)

REPORTS TO: Corporate Services Manager

REPORTING TO POSTHOLDER: Office Assistants, Drivers

LOCATION: Kisumu & Kilifi

DURATION & HOURS: Full-time & fixed term, renewable based on performance and availability of funds.

PURPOSE OF THE ROLE

The Agribusiness officer will support entrepreneurship activities in the ***Empowering Youth in Sustainable Aquaculture Markets and Jobs creation program*** implemented by Farm Africa in partnership with Mastercard Foundation. The programme aims to tap the potential offered by the aquaculture sector for entrepreneurship and employment, building knowledge and capacity so that young people, especially women and youth, are attracted by the opportunities and growth potential offered by working in the aquaculture and mariculture sectors. The Programme covers Kakamega, Kisumu, Homa Bay, Busia, Siaya, and Kilifi Counties.

The Programme Administrative & Liaison Officer will be responsible in supporting the programme by maintaining office systems, ensuring programme support and effectiveness by providing hands-on implementation of the programme.

KEY TASKS AND RESPONSIBILITIES

Key areas of Responsibility are:

- ✎ Plan and manage support functions at the field office
- ✎ Coordinate logistical arrangements for country office including staff travels e.g. workshop venue, flight bookings, accommodation, taxis, travel permits & visas
- ✎ Receive visitors, answer telephone calls and transfer to the appropriate staff members
- ✎ Manage the reception by ensuring the front office, work stations, common areas etc are maintained, kept clean and tidy;

Procurement

- ✎ Responsible for facilitating & handling all procurements of the field office
- ✎ Ensure the timely procurement and distribution of items to the required location
- ✎ Compile all relevant procurement documents for payment processing and maintaining an auditable file
- ✎ Ensure all procurement governance requirements are in place including procurement committee formation
- ✎ Liaison with Procurement Coordinator & follow up all procurements of the project to be made at country office level or need to get approval from Country Office
- ✎ Support the Programme Manager/Deputy and/or Technical Leads at Field offices in preparing procurement plans regularly
- ✎ Verification and Tagging of assets in the field office

Logistics

- ✎ Handle all field offices logistic service including movements of people and program supplies, and reports to the Country Office.
- ✎ Coordinating office administrative errands
- ✎ Support in planning and executing regular emerging office events and booking in good time
- ✎ Ensure vehicle insurance and annual inspection are intact and registered timely
- ✎ Ensure timely and appropriate maintenance of vehicles and motorcycles
- ✎ Monitor fleet costs and safety requirements continuously and send periodic reports to Country Office Procurement Coordinator
- ✎ Manage accident reports and provided expedited support as needed.
- ✎ Management of staff and visitors' movement plans not limited to booking of accommodation and transport
- ✎ Ensure assets management in a proper level, facilitate periodic inventory-taking and reporting to Country Office Procurement Coordinator.

Human resource

- ✎ Assist CSM and HR & Administration Officer by following up on employment contracts (for those temporary staff at Field Office), and personnel files, and other HR records/activities
- ✎ Ensure all field staff leave management is tracked and recorded

Administration

- ✎ Ensure a clean and conducive staff working environment
- ✎ Processing monthly payments for various utilities and bills
- ✎ Manage the operations of the project compound by liaising with the Leaser
- ✎ Ensure IT supports are in place and proper including computer provision, MS outlook, MS Teams, storage and required office equipment
- ✎ Responsible for all field office correspondences and filing them properly
- ✎ Ensure FO operations of telephone, electricity and water as well as bill management
- ✎ Manage the petty cash or disbursement activities as needed
- ✎ Perform all other duties as requested by Line Manager

These essential functions are not to be interpreted as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required. All work responsibilities are subject to having performance goals and/or targets established.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
Bachelor's degree in business administration or other relevant field	Proficiency with MS Word, Excel and other accounting packages
At least 3 years' experience supporting similar roles	Proficiency in MS PowerPoint
Experience	
Experience in customer care Administration	Previous NGO work experience
Skills & abilities	
Excellent in planning and execution skills	Excellent in presentation and communication skills

Ability to multi-task and work under pressure	
Highly organized and attentive to details	
Fluent in written and spoken English and Kiswahili	
Exceptionally honest and full of integrity	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT: Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDLED: Our teams and partners work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL: We deliver long-lasting change for farmers, their families, and the environments they live in.

BOLD: We model innovative approaches and are not afraid to challenge strategies that are failing.

HOW TO APPLY:

If interested in this role, please apply via this link

<https://www.brightermonday.co.ke/listings/programme-administrative-liaison-officer-2-positions-kisumu-kilifi-vw49j5>, so as to be received by **Thursday 18th January 2024**.

Only short listed candidates will be contacted.

Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).