

# act:onaïd Job Description and Person Specification

<b>Job Title:</b>	Human Resource and Administrative Officer		
<b>Directorate/Cluster:</b>	Finance and Operations	<b>Unit/Team:</b>	Country Support
<b>Grade and Salary:</b>	Grade B	<b>Contract Type:</b>	Permanent
<b>Location:</b>	Nairobi, Kenya	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Reports to:</b> <i>(incl matrix reporting)</i>	HR OD Advisor		
<b>Direct Reports :</b>	None		
<b>Matrix Reports:</b>	None		
<b>Operational Remit:</b>	Global <input type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> Global Secretariat <input type="checkbox"/>		
<b>DBS (CRB) / Police Check:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Job Role</b>			
<b>Role Overview:</b>	<ul style="list-style-type: none"> <li>Coordinates logistics and administrative tasks relating to the Nairobi Office.</li> <li>Works with HROD Advisor to support interventions aimed at team development in the hub.</li> <li>The Officer is also responsible for the Health &amp; Safety aspects.</li> <li>The role will be responsible for coordinating Office Management Committee meetings.</li> <li>Oversee and provide employee services support to GS Nairobi staff and will act as the key anchor for the coordination and collaboration of the hubs operations.</li> </ul>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>1. AAI Values Practice &amp; Strategy Change Priorities</b>	<ul style="list-style-type: none"> <li><b>Leading Innovation and Change:</b> Establish a culture of excellence in respective team that values experimentation and continuous improvement.</li> <li><b>Feminist Leadership:</b> Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power).</li> <li><b>AAI Values Practice:</b> Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility.</li> </ul>		

<p><b>2. Delivery on Strategic Priorities</b></p>	<p><b>1. HR Operations</b></p> <ul style="list-style-type: none"> <li>• Support in the management of employee records and contracts.</li> <li>• Assist in payroll management and implementation.</li> <li>• Coordinate and support in HR related duties for the Nairobi office such as audits, payroll management, recruitment and induction.</li> <li>• Support in the implementation of HR policies and procedures.</li> <li>• Work closely with the HR OD Advisor to ensure collation of accurate work permit application documents by preparing all necessary documents to apply work permit and Visa by coordinating with staff.</li> <li>• Support on boarding staff members in Administration and HR procedures and exit process.</li> <li>• Minute taking in HR related meetings.</li> <li>• Coordinate and provide support to staff members around relocations, temporary accommodation, starting and leaving procedures, travel insurance, per diems, visas, work permits, workstations, health, safety and office equipment.</li> </ul> <p><b>2. Administration, Office Management and Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Assist in the development and implementation of Nairobi Office policies and procedures and create staff awareness.</li> <li>• Create alignment and identify opportunities for best practice to be applied.</li> <li>• Maintain service level agreements and monitor performance against these, taking improvement actions where necessary.</li> <li>• Coordinate and monitor the office operating costs against this budget.</li> <li>• Maintain an up-to-date contact list for GS Nairobi Hub staff.</li> <li>• Deal with basic GS queries and referrals.</li> <li>• Maintain files for all administration in an organised manner, including Purchase Orders, courier waybills etc.</li> <li>• Provide support with office deliveries and errands in the Nairobi area.</li> <li>• Oversee premises and lease management for the office.</li> <li>• Manage office space, premises refurbishment and relocation project management for the Nairobi Office.</li> <li>• Ensure that all office cleaning and general maintenance is carried out.</li> </ul> <p><b>3. Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Ensure that all health and safety measures are implemented, communicated and monitored.</li> <li>• Chair Health and Safety committee meetings and ensure that risk assessments are in place and that recommendations are implemented.</li> <li>• Manage and coordinate appropriate training and fire drills.</li> <li>• Ensure that full office security measures are in place at all times, including procedures for staff and visitors.</li> <li>• Ensure that the Office premises comply with legislative requirements.</li> </ul>
---	--

	<p><b>4. Office Procurement and Asset Management</b></p> <ul style="list-style-type: none"> <li>• Participate in the negotiation and procurement of office services and supplies in line with the procurement policy and processes, receive deliveries from suppliers and keep accurate records.</li> <li>• Maintain the office store and ensure proper supply of stationery stock, office supplies for office use.</li> <li>• When required, assist in the procurement of office equipment for other AAI office and facilitate the shipment,</li> <li>• Manage quotes and service provider relationships with all GS service providers and suppliers.</li> <li>• Implement and monitor office procurement policies and procedures for Nairobi Hub.</li> <li>• Negotiate and manage procurement of office services, suppliers and premises contracts for the office.</li> <li>• Keep assets register in liaison with the Finance team.</li> <li>• Ensure effective procedures for booking, issuing and monitoring the use of furniture and equipment.</li> <li>• Ensure that all office equipment is kept in good order and maintained regularly.</li> <li>• Manage local insurance provision for furniture and equipment together with IT.</li> <li>• Support IT Coordinator with asset registration and procurement.</li> </ul> <p><b>5. Travel and Visitor Management</b></p> <ul style="list-style-type: none"> <li>• Provide logistics support to workshops and office meetings by assisting with catering arrangements.</li> <li>• Collaborate with the cleaning service provider to ensure cleanliness and fumigation of the office.</li> <li>• Coordinate the planning and management of international visitors, organising inductions and orientation visits for Nairobi Office.</li> <li>• Establish a travel management system to track travel trends, reporting, staff movement and cost management.</li> <li>• Assess the standards of local accommodation, travel providers and manage these relationships to ensure high quality service and standards.</li> <li>• Provide on-line advice to staff about travel documentation and health requirements.</li> <li>• Ensure up to date Visitor's Guides are in place for Nairobi hub.</li> <li>• Ensure that meetings rooms are set up / prepared for functions and meetings when required.</li> </ul> <p><b>• Financial Administration</b></p> <ul style="list-style-type: none"> <li>• Ensure accuracy of invoices before handing them over to Finance for payment.</li> <li>• Compile relevant supporting documents relating to the processing and payment of supplier invoices.</li> </ul>
--	--

# act:onaïd Job Description and Person Specification

		<ul style="list-style-type: none"> <li>• Liaise with Finance on supplier's payment, statement reconciliations and handle any queries/complaints.</li> <li>• Reconcile supplier statements Support in the monthly reconciliation of invoices from suppliers/service providers for the office with supplier statements and follow-up on irregularities.</li> <li>• Perform other relevant duties as assigned (of a similar nature or related and in the interest of the organization)</li> </ul>
<b>Education, Language &amp; Qualifications</b>		<ul style="list-style-type: none"> <li>• Bachelor's degree in Administration/Human Resource.</li> <li>• 2 years of relevant professional experience.</li> <li>• Good knowledge and working experience of labor laws.</li> <li>• Ability to multi-task, prioritise and pay attention to detail.</li> <li>• Excellent analytical skills, communication skills with good interpersonal skills.</li> </ul>
<b>Essential Knowledge, skills and Experience</b>		<ul style="list-style-type: none"> <li>• Ability to get things done while exercising good judgement.</li> <li>• Meets goals and quality criteria for delivery of products or services</li> <li>• Basic financial skills.</li> <li>• Experience in implementing and maintaining office systems and procedures.</li> <li>• Exceptional customer service skills, including interpersonal skills and communication skills.</li> </ul>
<b>Competency Profile</b>		
<b>Leading Organisation</b>	<b>Strategic Perspective</b>	Demonstrate alignment of the Organization's strategic priorities and goals.
	<b>Change Management</b>	Uses effective strategies to facilitate organization change initiatives and overcome resistance to change by involving others, listening and building commitment.
	<b>Decisiveness and Agility</b>	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment.
<b>Leading Others</b>	<b>Leading Teams</b>	Attracts, motivates, and develops high performing teams.
	<b>Building Collaborative Relationships</b>	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	<b>Communication</b>	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
<b>Leading Self</b>	<b>Leading with Purpose and Credibility</b>	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values.
	<b>Innovation and Taking Initiative</b>	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities.