

## Description

Farm Africa is an international non-governmental organization (INGO) that reduces poverty in eastern Africa by helping farmers grow more, sell more and sell for more: we help farmers to not only boost yields, but also gain access to markets, and add value to their produce. We place a high priority on environmental sustainability and develop approaches that help farmers to improve their yields and incomes without degrading their natural resources. Achieving this means it is vital that our work delivers lasting positive change for the communities we work with. Farm Africa is committed to understanding what difference we are making on the ground and using sound evidence to identify opportunities to improve our impact.

This position requires a highly motivated person who is capable of working flexibly to ensure the highest possible results for the Farm Africa Kenya team. S/he will have experience in administration and good procurement practice preferably within a non-governmental organisation. High competency in time management, communication and IT skills are essential to this role

## Responsibilities

The Project Administrative Officer will focus on the following to support the Kenya Country office team and the smooth implementation of the projects:

### 1. a) Administration

- Supervise implementation of administrative services and contracts, and verify service providers' invoices before submission to accounts for payment.
- Pro-actively assist the administrative assistant in providing creative solutions to resolve logistical problems and concerns in collaboration with the various stakeholders.
- Conduct routine and periodic audits to ensure the projects offices have the following and well maintained – First aid kits, security, fire extinguishers, etc. Report areas of concern
- Support on HR Induction management.
- To maintain comprehensive and up-to-date fleet and administrative records.
- Assist the corporate services manager in filling documents.

### 1. b) Procurement

- Responsible for procuring and securing the best quotations for purchase of all company items.
- Review and update list of pre-qualified suppliers for goods and services and ensure that all suppliers have valid contracts.
- Procurement of goods and non-HR services for the Hub Office and all projects in conformity with Farm Africa's financial procedures manual and donor requirements; in liaison with the programmes and finance teams.
- Preparation of procurement requests forms for the country office and verifying those from the field before processing, ensuring they comply with the Farm Africa procurement procedures.
- Reviewing all bid analysis' before processing.
- Review project decision statements and quotations.
- Prepare LPOs and ensure that they are fully signed before giving to suppliers to offer services.
- Ensure procurement records are processed and maintained in compliance with accepted policies and procedures, which meet both internal and

## Project Administrative Officer

### Hiring organization

Farm Africa

### Employment Type

Full-time

### Industry

Agriculture

### Job Location

Nairobi, Kenya

### Valid through

16.06.2023

statutory reporting requirements.

- Regularly evaluate suppliers to ensure that records are maintained, timely deliveries and ensure all turnaround and timelines are met.
- In consultation with the Logistics officer in Nairobi, to ensure that office supplies (equipment and stationery) are promptly requisitioned and supplied
- Ensure value for money when making purchases

#### 1. c) Assets Management

- Updating the asset register for the country office and projects.
- Compile and review the monthly fleet mileage against tracking systems to ensure that it reconciles and report any anomalies.
- Physical verification of all assets allocated to staff and ensures that they are correctly tagged.
- Maintain an accurate record of equipment borrowed by staff members for use outside the Country Office (e.g. laptops, digital cameras, projectors).
- Assist with the disposal of assets as required in accordance with Farm Africa policies

#### Other responsibilities

- Participate in Procurement Review Committee meetings and take minutes
- Form part of, the Farm Africa Kenya Country Team and contribute to the overall development of the Farm Africa mission.
- Undertake any other tasks as requested by the projects and Nairobi office senior team

#### Qualifications

- Degree in Business Administration or related field
- Professional qualification in procurement/ supply chain management preferred
- CPA (Part 2 Section 4) added advantage Projects Management Certificate of good conduct

#### Experience

- At least 2 years' experience in project / fund accounting
- Experience in administrative work and procurement
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#### Skills & abilities

- Computer literacy in MS-Office, Word,
- Excel, Outlook
- Speak English and Swahili.
- Networking skills

#### How to Apply

If you meet the above requirements for this position, submit your cover letter indicating the title of the position and the current & expected salary (maximum 1 page) along with an updated CV (maximum 3 pages) with email and telephone contacts of three professional referees to [kenyarecruitment@farmafrika.org](mailto:kenyarecruitment@farmafrika.org) with the subject line **Project Administrative Officer** before or by **5.00pm EAT** on

Friday 16th June 2023.

Only shortlisted candidates will be contacted.