



Senior Programme Administrator

CANDIDATE PACK

Location: **Nairobi**

We are seeking a Senior Programme Administrator to provide logistical and administrative support and ensure efficient and effective support for the implementation of program activities across our sectors.

Background to the Role

The Senior Programme Administrator provides logistical and administrative support to program teams to facilitate efficient and effective day-to-day operations. Under the direction of the Senior Operations lead, ensure efficient and effective support for the implementation of program activities across sectors.

Overview of Responsibilities

1) Administrative Support

- Consult with supervisors to oversee sector activities, ensuring alignment with established work plans and budgets.
- Collaborate with colleagues to improve efficiency in the planning and execution of joint activities.
- Manage and regularly update the sector activity calendar, which includes travel arrangements, meetings, and events.
- Monitor sector budgets and assist in processing payments and invoices.
- Support the branch operations lead by keeping both operational and program teams updated on key decisions and actions.
- Track transfer pricing information related to team travel across different geographical areas (GA).

2) Logistical Support

- Provide logistical support for all sector activities, ensuring compliance with organizational policies and adherence to lead times.
- Interact with the procurement system to generate Requisition Forms (REQs) on PSF and follow up on Purchase Orders (POs).
- Load all program invoices into the system and forward them to the finance department for processing.
- Collaborate with the finance department to ensure timely payment processing and keep program teams updated on the payment status.

3) Meeting and Workshop Coordination

- Assist in organizing and executing meetings, workshops, events, and visits.
- Prepare presentations, training, and workshops, ensuring necessary resources.
- Send invitations to participants in consultation with sector teams.
- Provide in person team logistics support during stakeholder meetings and engagement activities.
- Attend program quarterly review meetings and ensure timely planning and coordination of activities.

4) Documentation Management and Communication Support

- Create, manage, and organize program documents, reports, and records, ensuring easy access and retrieval of information.
- Establish and maintain a filing system for the sector portfolio including maintaining a database of PowerPoint slides, papers and other materials used by the various facilitators.
- Facilitate effective communication within the program team and with stakeholders, ensuring timely dissemination of information, updates, and announcements.
- Draft, review, and respond to routine office correspondence as needed. Ensure appropriate routing and timely follow-up for all incoming and outgoing communications.
- Reply to standard inquiries and draft responses to various types of correspondence.

Person Specification

1) Competencies and Attributes

- Practical skills in one or more of our programmatic areas - Water, Textiles & Apparel, Commercial Forestry, Aquaculture and Livestock
- Ability to plan and manage work effectively
- Ability to build trusted internal and external relationships
- Ability to communicate confidently, clearly and with conviction
- Ability to prepare activity reports and presentations

2) Experience and Qualifications

- Bachelor's degree in social sciences or equivalent relevant field
- At least 3 years' professional experience in a similar role
- Experience providing programme logistics support
- Experience in drafting programme documents and presentations
- Computer literacy: Microsoft Office, especially Word, Excel, Outlook and PowerPoint
- A minimum qualification of an undergraduate degree or diploma
- Project management, presentation skills and communication skills are required

Applications

If you meet the criteria outlined above and would like to be considered for the role, please submit:

- A motivational letter
- an up-to-date Curriculum Vitae/Resume (of no more than 2-3 pages)

The motivational letter should explain why you are interested in this role, and how your skills and experience make you a good fit.

Please submit the above documents to recruitment@gatsbyafrica.org.uk with the subject as 'Senior Programme Administrator'.

Closing date for applications: Friday September 13th, 2024

Diversity, equity, and inclusion

Diversity, equity, and inclusion are central to Gatsby Africa. We are committed to treating all employees and job applicants fairly, equally, and no less favourably than anyone else. We recognise, respect and value diversity and the benefits that difference can bring to our organisation.

Safeguarding

We are committed to protecting children and vulnerable adults from any harm when engaging with Gatsby Africa or its partners, and we expect all our staff to abide by our safeguarding policy.

Queries

If you encounter any problems with the application process, please contact recruitment@gatsbyafrica.org.uk



**Gatsby
Africa**

www.gatsbyafrica.org.uk