



CONSULTANCY ADVERTISEMENT

START-UP OFFICER (CCN)

Short-term technical assistance (STTA) for up to 2 months (40 days), based in Nairobi.

October 2022



Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

Vision: Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

Mission: Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

Commitment: Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at www.integrityglobal.com.

Scope of Work

Integrity is seeking a Start-up Officer (consultant) to lead on a range of operational and administrative tasks necessary for the rapid mobilization of a newly awarded project to be implemented in Somalia, and remotely managed from Kenya. The purpose of the Somalia Monitoring & Learning Project-2 (SMLP-2) is to provide independent, verifiable primary data to USAID's Bureau of Humanitarian Assistance (BHA) and its partners regarding the outputs, outcomes, progress, quality, challenges, successes, and lessons learned from activities funded by BHA in Somalia.

The Start-up Officer will work closely with the Nairobi-based SMLP-2 Project Manager, with support and guidance from additional US-based Home Office (HO) personnel. This is a short-term, cooperating country national (CCN) position based in Nairobi who will report to the SMLP-2 Project Manager.

Terms of Reference

You will:

- Support recruitment efforts of any locally hired position as directed by the Project Management Unit (PMU).
- Negotiate lease agreements for project facilities with relevant local lettings agencies.
- Conduct a Security Risk Assessments (SRA) of the Kenya operating context under the guidance of the Senior Operations Manager (HO).
- Identify suitable project facilities, such as residential options, conduct SRAs, and share recommendations with the PMU.
- Represent Integrity at subcontractor and vendor meetings, such as those with the Somalia-focused private security provider (PSP).
- Identify suitable Nairobi-based driver service contract (vehicle and driver service) or taxi company contract for local travel; negotiate service agreement.
- Identify vendors and suppliers for office equipment, furniture, supplies and vehicles and work with Integrity HO teams in procuring and contracting goods and services.
- Potentially support in the identification of suitable bank options and provide summary recommendations to HO Finance team for final approval/selection. Oversee the opening of a company bank account(s).
- Identify suitable local private healthcare insurance providers for CCN project staff and provide summary recommendations to PMU for final approval/sign-off.
- Identify insurance providers for project facilities, assets, and inventory under the guidance of the PMU.
- If needed, identify internet and utilities suppliers (if applicable); negotiate service agreements on technical guidance from Integrity's HO IT Manager.
- Develop a list of all necessary assets and inventory for project facilities, in line with the budget. Oversee the procurement of and equipping of project facilities accordingly.
- Provide key information and locations of Nairobi-based sites and services to inform the project Security Management Plan, under the guidance of the Senior Operations Manager (HO).
- Prepare or update any project Standard Operating Procedures (SOPs) under the guidance of the PMU.
- Support any other responsibility relating to project Start-up, as directed by the PMU.

Your Experience and Expertise

You will have:

- Experience in supporting Start-up activities for international organisations.
- Experience in negotiating service contracts with a range of vendors and suppliers.
- Understanding of the local socio economic and cultural context preferred.
- Self-motivation with demonstrated experience of working effectively unsupervised.

Competencies

The candidate will be able to:

- Work effectively and efficiently to facilitate rapid mobilization of the project.
- Communicate effectively with relevant Integrity stakeholders both verbally and in written form.
- Maintain organised records and track and report progress on tasks regularly.
- Represent Integrity in a manner in line with our company ethics and values.

Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.
- Some knowledge of Swahili is highly desirable.

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **18th November 2022**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in Kenya.

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by data protection laws.