



PROJECT ADVERTISEMENT

ADMINISTRATIVE ASSISTANT

USAID/BHA Somalia Monitoring Learning Project-2 (SMLP-2)

Long-term Cooperating Country National (CCN) position
based in Nairobi, Kenya.

November 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 program 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 delivers multi-year projects, programs and consulting assignments to a wide range of government clients, international organizations, 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 an Administrative Assistant to support SMLP-2 as part of the Nairobi-based Operations and Support Team. The Administrative Assistant will report to the Security Operations Officer and will contribute to the efficient administration of human resources and general office administration including renewal of business permits, maintenance of personnel files and archiving. Supporting logistics around the arrival and movement of international staff and consultants through processing of travel documents such as entry and exit visas, and residency applications (special passes and work permits) from the respective ministries, and support in staff welfare management.

Terms of Reference

The Administrative Assistant will be responsible for the following:

Human Resources

- Support Security Operations Officer in recruitment processes, including posting vacancy notices online in compliance with Ministry of Labour and Social Protection and Home Office requirements; filtering CVs; arranging interviews with potential candidates; and maintaining all relevant documentation.
- Maintain HR related files including updating the database systems and ensuring CCN personnel files are up to date.

- Update employee leave tracker and, with the Security Operations Officer, support employee annual leave planning, always maintaining adequate staff coverage in the Nairobi and Somalia offices.
- Support Security Operations Officer in collecting and processing staff timesheets to ensure all required documentation is available for monthly payroll processing.
- Support in the processing of visas, work permits, and other legal documentation for international staff and consultants, as needed.
- Assist with staff separation and offboarding.
- Support and guide staff on performance management.

Administration

- Support the Security Operations Officer in managing contractual and human resource related issues with consultants and short-term staff.
- Support administrative activities by organizing and archiving information.
- Oversee general office administration, including ensuring availability of office supplies, preparing purchase requests when levels are low, raising maintenance requests for forwarding to the office landlord, and ensuring overall maintenance of the office space.
- Other project-related duties as required and requested by the Security Operations Officer and/or Sr. Finance & Operations Manager.

Your Education and Experience

- Experience in supporting administrative activities for international organizations.
- Proficiency with Microsoft Office, particularly Excel and Word.
- Experience in conducting office administration in Nairobi.
- Previous work experience in Somalia preferred.
- Understanding of the local socio economic and cultural context in Kenya and Somalia preferred.
- Experience of working with international staff, including speakers of other languages.

Competencies

The candidate will be able to:

- Work effectively and efficiently as part of a dispersed team in Somalia, Nairobi, and Integrity's Home Office.
- Communicate effectively with relevant Integrity counterparts both verbally and in written form.
- Maintain organized records and track and report progress on tasks regularly; strong administration skills and a capacity for multitasking.
- Utilize technology platforms and computer applications for communication, documentation, and collaboration.
- Represent Integrity in a manner in line with our company ethics and values.

Languages

- Excellent written and oral fluency in English required, fluency in Somali preferred.

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 **30th 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 US data protection laws.