



## **PROJECT ADVERTISEMENT**

# **OPERATIONS 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](http://www.integrityglobal.com).

## Project Background

Integrity Global, in partnership with Management Systems International (MSI) and with leading research and data collection firms in Somalia, will establish a third-party monitoring system to collect data that verifies partner reported outputs and selected outcomes. It will deduce lessons learned from humanitarian programs in Somalia funded by the USAID Bureau of Humanitarian Assistance (BHA)/Somalia. The overall goal of SMLP-2 is to increase BHA/Somalia's access to independent, verifiable data related to the 1) quantity and quality of activities delivered, and 2) performance of BHA-funded programs in Somalia. This increased access to data will allow BHA/Somalia to make more evidence-based program design, implementation, and strategy decisions.

## Scope of Work

Integrity is seeking an Operations Assistant to support SMLP-2 as part of the Nairobi-based Operations and Support Team. The Operations Assistant will report to the Security Operations Officer and will contribute to the efficient operation of all logistical and procurement matters including collaboration with the HR and Finance teams to ensure that work meets USAID and Integrity practices and policies, especially in areas of logistical, procurement and administrative support for SMLP-2 activities.

## Terms of Reference

The Operations Assistant will be responsible for the following:

### Administration

- Support in organizing all logistics including arranging for hotel accommodation, workshops, meetings and events, transportation, and communications.
- Support in preparation of itineraries for travels and travel budgets in support of the Security Operations Officer.
- Support in organizing flights for travelling field staff, including both UNHAS and commercial flights.
- Assist to coordinate staff IDs with the printing company in case new staff join or when staff IDs are expired.

### Procurement

- Support the Security Operations Officer in purchase of goods and services in compliance with USAID and Integrity procurement policies and guidelines, ensuing accurate supporting documentations.
- Ensure that goods and services are purchased as required and accounted for in a timely manner.
- Assist in tracking office supplies to ensure adequate stocks are maintained.

### Inventory and Assets Management

- Assist in tracking all inventory issued to short term (STTA) and long term (LTTA) staff.
- Ensure all assets are well stored and notify the Security Operations Officer if any asset is damage or not working.
- Assist the Security Operations Officer to ensure that no property is issued to staff without appropriate documentation, authorization, likewise ensure that property returned to Integrity by staff is fully documented.

## Your Education and Experience

- Experience in supporting operational activities for international organizations.
- Experience in coordinating logistics in Kenya; similar experience in Somalia preferred.
- Experience in conducting procurement and asset management.
- Understanding of the local socio economic and cultural context in Somalia preferred.
- Experience of working with international staff, including speaker of other languages.

### Languages

- Written and oral fluency in English, with the ability to write clear and compelling narrative.
- Fluency in Somali preferred.

## Competencies

The candidate will be able to:

- Work effectively and efficiently as part of a dispersed team in Mogadishu, Nairobi, and Integrity's Home Office.
- Communicate effectively with relevant Integrity counterparts both verbally and in written form.

- Maintain organized records, 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.

## How to Apply

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply](http://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 **30<sup>th</sup> 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.*