**INTERNEWS IN KENYA**

**JOB DESCRIPTION**

JOB TITLE: **Administrator**

DEPARTMENT/PROJECT: **Shared across departments**

DIRECT SUPERVISOR: **Operations Manager**

LOCATION/DUTY STATION: **Nairobi, Kenya**

**JOB SUMMARY & PURPOSE:** **The Administrator is responsible for ensuring all functions at Internews meet high administrative standards - thereby satisfying internal regulations and donor requirements and facilitating the effective management of processes across programmatic and support areas in the workplace***.*

**Essential Duties and Responsibilities:**

**Responsibility 1: Oversight of all Administrative and Logistics functions at Internews in Kenya**

**Duties**

* Documentation management
* Workflow tracking to ensure tasks are brought to completion
* Ensure compatibility and cohesiveness of workflow systems across all departments

**Responsibility 2: Administrative support to operations functions**

**Duties**

* Logistics tracking and management in support of the efficiency of various departments within operations

**Responsibility 3: Custodian of Internews institutional memory and data**

**Duties**

* Devise user-friendly strategies for data management in various departments
* Provide oversight of data management, as above – by performing reviews, regular check-ins and capacity building

**Responsibility 4: Subgrants management and partner coordination**

**Duties**

* Coordinate Internews engagement with present subgrantees
* Identify potential subgrantee candidate organizations
* Maintain records of subgrantee transactions and activities
* Identify training needs of subgrantees and arrange suitable training

**Responsibility 5: Procurement**

**Duties**

* Provide direct oversight of Internews procurements; ensure due diligence is followed
* Identify knowledge gaps in procurement processes and ensure these are addressed

**Responsibility 5: Programmatic Administration**

* Events management, as required
* Provide oversight to program administrative staff
* Assist, where necessary, in the preparation of proposal writing through relevant research, budget support and the assembly of proposal documentation

**Responsibility 6: Line Management**

**Duties**

* Provide guidance and leadership to support staff: Office Assistant and Maintenance Assistant
* Ensure office management and maintenance functions are delivered to satisfaction

**AUTHORITY:**

1. Supervises: Office Assistant, Security & Maintenance Assistant
2. Decision Making: Recommend the adoption of systems and approve

 actions/procurements in service of effective administration.

**CONTACTS/KEY RELATIONSHIPS (internal & external)**:

* Reports directly to Operations Manager
* Collaborates with Program Managers, Administrative Support Managers, Finance Manager, and other staff, as appropriate
* Works closely with Office Assistant, Security & Maintenance Assistant and other support staff
* Provides administrative support to Country Director, as required

**WORKING CONDITIONS**:

Based in Nairobi, with some travel within Kenya.

**QUALIFICATIONS and SKILLS**

1. Education: A Bachelor’s Degree Business Administration or another relevant field of study preferred
2. Work Experience: At least 2 years work experience in a similar role, preferably in the not-for-profit sector

The Administrator should have excellent verbal and written communication and interpersonal skills, experience working effectively in a team environment, good public relations skills, be self-motivated, with excellent problem solving and decision making skills.