

OFFICE ADMINSTRATOR

Company Overview:

The Pharo Foundation (“the Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit Pharo Ventures. The Vision of the Foundation is an economically vibrant and inclusive Africa. The Mission is to achieve the Vision by investing in the human and physical capital of Africa, with a strong focus on job creation.

Established in 2011 as a UK based non-profit, the Foundation has since made a strategic shift to directly design and implement its own programmes to ensure greater engagement with communities, better results and increased accountability. The Foundation has carried out numerous projects in East Africa, with a focus on Ethiopia, Somaliland and Rwanda. The key themes for the philanthropic side of the Foundation are education, health, water and agriculture. At the end of 2019, the Foundation started its Pharo Ventures franchise to prioritise sectors where the Foundation believes a real impact can be made by establishing self-sustaining businesses, which focus on job creation.

Headquartered in London, the Foundation has an operational Head Office in Nairobi, Kenya with country offices in Ethiopia (Addis Ababa and Assosa), Somaliland (Hargeisa) and Rwanda (Kigali) with further expansion plans in East Africa.

Pharo Venture Somaliland is a privately owned international holding company registered under Somaliland Investment Law NO: 29/2004, with subsidiaries in Fisheries, Agriculture, Construction and Primary Processing.

Position Summary

This is an exciting opportunity to play a meaningful role in the growth of Pharo Ventures and the pursuit of its goals.

We are looking for an enthusiastic and professional **Office Administrator** to handle all company administrative procedures. You’ll need to wear many different hats; the planner, the problem-solver, being a few of these, you should have the skills to communicate with various people, handle financial tasks, and ensure all other admin tasks run smoothly.

If you’re up to the task, and you’re also committed to high-quality delivery of results, we’d like to meet you.

Job Title: Office Administrator
Reports to: Operations Officer
Job Location: Hargeisa, Somaliland
Contract: Permanent

Functional Relationships:

- Pharo Ventures Somaliland Team.
- Investment Analyst, Nairobi.

External Relationships:

- The Pharo Foundation team in Somaliland.
- Government Authorities.
- Customers, suppliers and service providers.

Key Duties and Responsibilities:

- Lead all administrative tasks for the company and ensure the office is running smoothly and supervise drivers, cleaners, cooks etc. and keep the office stationary replenished.
- Prepares and edits correspondence, reports, presentations, speeches, minutes and confidential correspondence.
- Gathers data and prepares reports for more detailed analysis by senior executives.
- Coordinates and undertakes purchasing of office supplies, and acts as incurring and certifying officer for purchases.
- Arrange both external and internal events.
- Maintains administration systems, including diaries, records, mail, filing and archiving of records of the business entity.
- Inform company's mission and available products/services and maintains good relationship with clients.
- Provide quality customer service by managing email, phone and in person enquiries and booking appointments.
- Follow up on business communications, billing, and ordering.
- Use automated systems and spreadsheets to track expenses and company spending.
- Prepare all service level agreements and ensure services are delivered as per the agreement expectations.
- Keep track all service level agreements and alert due payments to the Finance Team.
- Collect field mission plans and arrange the transport according to the needs.
- Oversee and regularly update office inventory and fixed asset register.
- When required deputize and perform all the duties and responsibilities of a cash/finance officer.
- Undertakes other duties, as required.

Qualification Requirements:

- Minimum 2 years' working experience in a similar capacity.
- Degree in Business Administration, commerce with emphasis on accounting and finance.
- Solid knowledge of office procedures.
- Proficiency with MS Office Suite and general computer skills.
- Proactive and able to manage workload with minimum supervision.
- Positive, enthusiastic and willingness to learn.
- Possess a 'can-do' attitude.
- Methodical with an attention to detail.
- Excellent English speaking and writing skills.
- Should have a driving license or should be able to get immediately after appointment.

Application Procedure

This position is open to both female and male nationals from Somaliland.

Review of applications will begin as soon as they are received, and only **complete** applications will be considered. In the event that an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact short-listed candidates.

How to Apply:

Interested candidates, who meet the above requirements, should submit their application through email to applications.SL@pharoverventures.com with subject line **“Application for Office Administrator.”**

Requirement:

1. A detailed CV and Cover letter to explain the experience you have gained that makes you believe that you are the most qualified candidate for the role
2. A list of minimum three references with current email address and phone number.