

Office Administrator – Nairobi, Kenya

Company Overview

The Pharo Foundation (the “Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as a for-profit arm, 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, the Foundation has been implementing numerous programmes in Ethiopia and Somaliland and is in the process of expanding into Rwanda and Kenya. The strategic pillars of the Foundation are education, health, water, and agriculture. One such example is the large scale water project starting to be implemented in Somaliland with the aim of bringing water to 6,000 households and their livestock. In 2020, the Foundation also established Pharo Ventures, its wholly owned social enterprise arm, with the objectives of economic value and job creation in East Africa. Pharo Ventures has already embarked on a series of ambitious businesses in Somaliland and Ethiopia in the construction and agro processing sectors and is about to launch its first Kenyan venture.

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 Africa.

Position Summary

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 administrative tasks run smoothly.

The role holder should be passionate about bringing impactful change using their administrative and people experience whilst respecting and understanding local cultures and values and can work within international work ethics and standards. This role will give the right candidate an excellent mix of challenge, motivation and fulfilment.

Role: Office Administrator (Nairobi)

Reporting to: Projects Manager and Executive Assistant, CEO (Nairobi).

Functional Relationships: Senior Finance Officer (Nairobi), Director of Human Resources (Nairobi), Senior Human Resources Officer (Nairobi), Office and Administration Managers (Kigali, Hargeisa and Addis Ababa).

Key Duties and Responsibilities

1. Office Administration

- Provides high quality administrative support to the Nairobi team, compiling information and drafting high quality documents as per the Nairobi team's requests ensuring the smooth running of the office.
- Takes the lead in the process of organising information databases and ensures secured storage in one place, both electronically and physically.
- Provide quality customer service by managing email, phone and in person enquiries and booking appointments for the Nairobi team.
- Schedules and coordinates business meetings and appointments for senior colleagues in the Nairobi office.
- Ensures all local office financial policies (i.e per diems, petty cash management, etc) are up to date and available for employees.
- Oversees and ensures proper maintenance and functioning of office equipment and furniture.
- Ensures cleanliness and neatness of the office premises.
- Procure business cards for staff.

2. General Supplies/Procurement

- Responsible for maintaining an accurate inventory of office supplies to include stationery and consumables
- Researching and providing recommendations on a wide range of vendors including running procurement processes as appropriate.
- Prepare service level agreements and ensure services are delivered as per the agreement expectations.
- Keep track of all service level agreements and alert due payments to the Finance Team.
- Coordinates and undertakes purchasing of office supplies, and acts as incurring and certifying officer for purchases.
- Review all invoices and assist with the preparation of the relevant payments in a timely manner.
- Maintains contracts and manages relationships with the vendors, service providers and other external stakeholders.

3. Travel Coordination

- Coordinate and book air travel for the Nairobi team and visitors in our Nairobi office. This includes: Preparation of travel requests, Hotel reservations, Visa applications, Flight reservations, Requests for daily subsistence allowance, Airport transfers, and Coordinate local ground transport for all travellers and visitors.
- Communicate with Directors and team members about the full details of travel plans booked.
- Serve as the first point of contact for Nairobi team members who have questions or issues with any travel bookings.

Qualification Requirements

- Bachelors' degree (preferably in Business Administration, Human Resources or Social Sciences).
- Prior experience in working with multinational organisations or subsidiaries is a distinct advantage.
- Proven experience as an office manager, administrator or assistant, or relevant role for at least 3 years.

- Excellent communication and interpersonal abilities.
- Excellent organisational skills.
- Familiarity with office management procedures.
- Good working knowledge of MS Office and MS Outlook.

Behavioural Competencies

- Able to manage and motivate a wide variety of employees from diverse backgrounds in a professional compelling manner.
- Problemsolving and creative thinking skills: the ability to get results in unstructured environments, a solid record of accomplishment for growing businesses and implementing best practice policies and processes.
- Self-assured, internally motivated and passionate individual with outstanding communication skills driven to succeed and make a difference.
- Must possess high levels of integrity, resilience, accountability, commitment and determination.

Application Procedure

Due to the expected high volume of applications, we regret that we will only be able to contact short-listed candidates. Review of applications will begin as soon as they are received, and only **complete** applications will be reviewed. 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 and suitably qualified candidates to apply at the earliest possible opportunity. If you do not hear from us during this period, please consider your application unsuccessful.

Please send the information listed below, as a single PDF file to the following email address: recruiting.ke@pharofoundation.org and add the job title '**Office Administrator - Nairobi**' to the email subject line.

1. A detailed CV
2. Cover Letter to explain the experience you have gained that indicates you are the most qualified candidate for the role (maximum 1,000 words). State in your cover letter where you heard about this position e.g. through the website, jobs board, etc.
3. An essay of no more than 1,000 words outlining:
 - ✦ What experience have you gained that makes you the most qualified candidate for the role?
 - ✦ What challenges do you foresee as an Office Administrator in a growing international organisation and what steps will you take to successfully resolve these based on your experience and knowledge?
4. A one-page list of five references with current addresses, phone numbers, and email contacts.