

Administrative Officer at Deloitte Consulting

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Deloitte Consulting is a leading provider of innovative development solutions to U.S. and international donors, foundations, governments, and Fortune companies. With member firm presence in more than countries, we bring the power of a global firm and leverage our immense technical expertise and firm capabilities to bring integrated approaches to US Agency for International Development.

Main purpose of the job

The role holder will perform and provide programmatic support duties to the project. He/she will provide support to the technical teams as well as coordinate and maintain the records management system. The role holder will also serve as a primary resource for assistance in the Project and provide assistance in execution of specific tasks related to facilities & operations management in order to ensure efficiency and effectiveness. The position will be based in our Nakuru office.

Responsibilities

General Office Administration ;

Ensure that the project offices and the contents thereof are cleaned, tidy and maintained according to the agreed terms and standards and any necessary repairs are undertaken promptly and in a cost-effective manner without comprising quality.

Support the Finance and Administration Manager in managing the health and safety component in the office and maintain a high degree of compliance.

Ensure that the office is secure and that the risk controls are in place and that the access systems/surveillance are maintained and functional at all times.

Ensure all project satellite office across the four counties Nakuru, Laikipia, Samburu and Baringo are functional, hospitable, and compliant to statutory, regulatory, and internal frameworks.

Ensure the provision of effective office support services including the provision of telephone, fax, messengerial, reception/switchboard, filing facilities, stationery, are offered with utmost efficiency and within the framework and policies.

Support and collaborate with stakeholders (Project staff, HR, Finance, Management) in planning and organizing activities (audits, trainings, meetings, e.t.c) that are scheduled or unscheduled in the offices and other preferred facilities for measurable impact.

Personnel Management ;

Supervise, train, mentor and coach the support services staff, including the administrative assistants, receptionist, drivers, and tea stewards for quality support service delivery.

Support the team to align their roles to the overall objective through setting KPI's and progressive monitoring performance.

Conduct performance appraisals of all administration team members in accordance with the established performance standards.

Fleet Management ;

Streamline and monitor monthly fuel consumption and purchase system with assistance of fuel cards for all project vehicles and drivers.

Monitor and ensure fleet operation is in compliance with internal and Government rules and regulations.

Maintain and monitor the data management system to organize fleets as per various schedules and requests.

Oversee routine and ad hoc service and maintenance, obtain tags for the fleet to ensure timely and scheduled fleet management.

Maintain record, knowledge and utilize all fleet information and user surveys to forecast new requirements and areas of improvement.

Facilitate and implement corrective actions and capacity building to manage entire fleet to achieve project objectives.

Risks Management ;

Identify existing risks (report inefficient, unnecessary or unworkable controls, report loss events, incidences, and near-miss incidents e.t.c).

Communicate mitigation recommendations to management.

Support management on incident investigations.

Ensure that staff, visitors and contractors comply with project procedures.

Ensure implementation of risk improvement recommendations.

Requirements

Qualifications

Degree in Business Administration/Management or related field with 3 years' work experience in a similar role.

Excellent computers skills in MS Office Suite.

Similar Experience in donor funded projects.

Excellent organizational skill.

Knowledge of proper bookkeeping and inventory management.

Must be proactive, efficient and be able to work with minimum supervision.

Additional Information

Behavioural competencies

Excellent communication skills, both written and verbal.

Good interpersonal and relationship building skills.

Good Leadership, supervisory and influencing skills.

Strong client delivery focus.

Adaptable, managing change and ambiguity with ease.

Focus on quality and risk.

Problem solving ability.

Good business acumen and customer service skills.

Diligent and quick learner

Proactive and has the ability to assess a situation and independently take action to address it.

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