

## Project Administrative Officer at Farm Africa

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Farm Africa focuses on transforming agriculture. We help farmers to increase their harvests, protect the environment and sell their produce in thriving markets. By providing support, training in effective farming methods and links to markets, we help to build more profitable farming businesses so that whole communities can lift themselves out of poverty. Farm Africa is different. We are a specialist practitioner, focusing on four east African countries and concentrating only on farming.

### PURPOSE OF THE ROLE

This position requires a highly motivated person who is capable of working flexibly to ensure the highest possible results for the Farm Africa Kenya team. S/he will have experience in administration and good procurement practice preferably within a non-governmental organisation. High competency in time management, communication and IT skills are essential to this role

### KEY TASKS AND RESPONSIBILITIES

The Project Administrative Officer will focus on the following to support the Kenya Country office team and the smooth implementation of the projects:

#### Administration

Supervise implementation of administrative services and contracts, and verify service providers' invoices before submission to accounts for payment.

Pro-actively assist the administrative assistant in providing creative solutions to resolve

logistical problems and concerns in collaboration with the various stakeholders.

Conduct routine and periodic audits to ensure the projects offices have the following and well maintained – First aid kits, security, fire extinguishers, etc. Report areas of concern

Support on HR Induction management.

To maintain comprehensive and up-to-date fleet and administrative records.

Assist the corporate services manager in filling documents.

## **Procurement**

Responsible for procuring and securing the best quotations for purchase of all company items.

Review and update list of pre-qualified suppliers for goods and services and ensure that all suppliers have valid contracts.

Procurement of goods and non-HR services for the Hub Office and all projects in conformity with Farm Africa's financial procedures manual and donor requirements; in liaison with the programmes and finance teams.

Preparation of procurement requests forms for the country office and verifying those from the field before processing, ensuring they comply with the Farm Africa procurement procedures.

Reviewing all bid analysis' before processing.

Review project decision statements and quotations.

Prepare LPOs and ensure that they are fully signed before giving to suppliers to offer services.

Ensure procurement records are processed and maintained in compliance with accepted policies and procedures, which meet both internal and statutory reporting requirements.

Regularly evaluate suppliers to ensure that records are maintained, timely deliveries and ensure all turnaround and timelines are met.

In consultation with the Logistics officer in Nairobi, to ensure that office supplies (equipment and stationery) are promptly requisitioned and supplied

Ensure value for money when making purchases

### **Assets Management**

Updating the asset register for the country office and projects.

Compile and review the monthly fleet mileage against tracking systems to ensure that it reconciles and report any anomalies.

Physical verification of all assets allocated to staff and ensures that they are correctly tagged.

Maintain an accurate record of equipment borrowed by staff members for use outside the Country Office (e.g. laptops, digital cameras, projectors).

Assist with the disposal of assets as required in accordance with Farm Africa policies

### **Other responsibilities**

Participate in Procurement Review Committee meetings and take minutes

Form part of, the Farm Africa Kenya Country Team and contribute to the overall development of the Farm Africa mission.

Undertake any other tasks as requested by the projects and Nairobi office senior team

### **Requirements**

#### **Education, qualifications & other knowledge**

Degree in Business Administration or related field

Professional qualification in procurement/ supply chain management preferred

CPA (Part 2 Section 4) added advantage

Projects Management

Certificate of good conduct

#### **Experience**

At least 2 years' experience in project / fund accounting

Experience in administrative work and procurement

At least 2 years' experience in administrative

At least 2 years' experience in procurement

At least 2 years' experience in project / fund accounting

Experience in administrative work and procurement

### **Skills and abilities .**

Computer literacy in MS-Office, Word, Excel, Outlook

Speak English and Swahili.

Networking skills

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