

Job Description

Office Administration Assistant

Based in Busia, Kenya

Full-time, for an initial period of one year with the possibility of an extension.

Background

Terre des Hommes Netherlands (TdH NL) is an international child rights organization committed to stopping child exploitation.

Our Vision: Terre des Hommes Netherlands works towards a world where all children have a decent life and can grow up to be independent adults. A world in which children are no longer exploited. **Our Mission:** Terre des Hommes Netherlands prevents child exploitation, removes children from exploitative situations, and ensures these children can develop themselves in a safe environment.

Our vision and mission are inspired and guided by international human rights instruments and standards, in particular the United Nations Convention on the Rights of the Child, the Council of Europe's Lanzarote Convention, the International Labour Organization Conventions and aligned with achievement of the SDGs, in particular Goals 5, 8 and 16.

Under our new Global Strategy (2021 - 2025), Terre des Hommes Netherlands (TdH NL) is redefining and refining its overall role as a child rights organization to engage more deeply in identifying, researching, exposing and responding to hidden, underexposed and emerging forms of child exploitation taking place all over the world.

In Africa, Terre des Hommes Netherlands is currently working in Kenya, Uganda, Tanzania, Ethiopia and Madagascar and remains committed to working in other geographical locations across Africa where child exploitation issues may arise.

In Kenya, TdH NL programmes are implemented in Central, Rift Valley, Coastal, Western and Northern regions of Kenya where we collaborate with other CSOs and networks in the execution of projects aimed at preventing child exploitation and providing assistance to exploited children and youth.

TdH NL is currently implementing two projects in Busia County with a focus on

protecting children during the Covid-19 crisis and beyond under the **JOFA Project** and preventing and responding to child labour with a focus on the service industry under the **Child Labour Project**. We intend within our current Strategy to expand our programme with a focus on eliminating the various forms of child exploitation in the border county, and other neighboring counties.

This role will provide support to the current and any new projects implemented in Busia and its neighboring counties.

The project will be implemented for a period of three (3) years running from **1st March 2022 to 28th February 2025**.

Reports to: Finance and Administration Manager

Purpose of the function

To ensure a well managed and supportive office environment for the employees and Partners of Terre des Hommes Netherlands Busia Field Office and assist staff in clerical and administrative tasks as directed by the Finance and Administration Manager and field based Project Manager.

Result Areas

1. Office Administration

1.1 Front Office Operations

- To manage and maintain the front desk and reception area of the office.
- Carry out reception tasks such as mail handling, copying and scanning, and manage the office equipment.
- To receive visitors and ensure they are fully assisted.
- Maintain a register for all incoming and outgoing mails, couriers etc.
- Distribute the incoming documents to respective staff.

2.1. Information and communication

- Provide clear and accurate general information about Terre des Hommes Netherlands to callers/ visitors according to internal guidelines.

2.2. Office Management & Office Supplies

- Ensure all provisions of the Office Lease Agreement are fully adhered to and update the Country Office on any areas of concern.
- To ensure the cleanliness of all the working spaces and the office environment.
- Procure, issue and manage the inventory of office supplies (including stationery, kitchen supplies), according to the needs and requirements of the departments, internal guidelines and approved budgets.
- To manage and maintain a stock register for all supplies.

2.3. Filing and documentation

- To maintain a well organized filing system for all project documents.
- Ensure safe and confidential custody of all project documents in the office.

2.4. ICT

- Ensure all office equipment is well maintained and updated in the Assets Register.
- Keep records of all equipment assigned to staff.

Result: Improved quality and maintenance of ICT and digital documentation of Terre des Hommes Netherlands relevant documents.

2.5. Other Duties

- In liaison with the Country Office, assist in duties related to administration and operations, such as procurement of goods and services for the Project - Conferences, Vehicle Hire etc.
- If applicable: *Cash Management*: Manage the Office Petty Cash within set limits and guidelines.
- Assist the Project Team in preparation of Payment Requests to the Country Office.

Result: To ensure effective and efficient operations of Terre des Hommes Netherlands front office and administration.

Knowledge and experience

- Diploma in Business Administration or other relevant field.
- Two years of professional experience in office administration, preferably working within the NGO sector.
- ICT experience and knowledge of Google working environment and use of other office equipment.
- Good communication skills - both written and spoken.

Other Key Competencies:

- Focus on results
- Cooperation and Teamwork
- Time management
- Accuracy and great attention to detail
- Planning and organizing

How to apply:

Please send your motivation letter and curriculum vitae by email to: recruitment.africa@tdh.nl clearly demonstrating how you meet the qualifications for this

position, no later than by **Friday, 20th May 2022 1600hrs (EAT)**. The application email subject should be: **Office Administration Assistant - Busia Field Office**

Note that due to the expected large number of applications, only shortlisted candidates will be contacted.