

JOB DESCRIPTION

Job Title:	Programme Support Assistant
Company:	Self Help Africa
Department:	Country Office/AGRIFI KILIMO VC
Location:	Nairobi
Reports to:	Programme Manager
Benefits	21 days annual leave, Medical Insurance, 25% leave allowance and 10% Employer pension contribution
Expected Travel	Minimum national level travel will be required
Job Purpose:	The Programme Support Assistant will provide administrative support to the KILIMO VC team. S/he will be responsible and accountable for managing all administrative activities of the project and supporting the country team in procurement. The Programme Support Assistant will show initiative, be capable to meeting deadlines, be flexible, honest, diligent, innovative and be a team player. S/He should possess excellent verbal and written communications skills, and have strong negotiation, interpersonal and organisational skills.
Key Responsibilities:	<p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Provide general administrative support to KILIMO VC project team • Organize and maintain project files and databases • Make arrangements and organize for project related meetings, presentations, seminars and trainings • Take minutes in Project /committee/working group meetings • Write letters and send them to appropriate bodies, and receive incoming mails that relate to the project • Take records of all project items, and sees to it that they are adequately delivered to the various departments as directed by the programme Manager • Support update of records on Salesforce database for all project partners, Donors and stakeholders • Support the Office Manager in asset management processes. <p>LOGISTICS</p> <ul style="list-style-type: none"> • In liaison with the Office Manager, Coordinate project logistics including fleet management • Review of log sheets /fuel analysis breakdown on a monthly basis and review of weekly vehicle logs submitted by the project drivers • Liaise with suppliers to ensure quality and timely delivery of goods and services related to the project <p>PROCUREMENT</p> <ul style="list-style-type: none"> • Assist in procurement process in line with organisational guidelines in liaison with the Administration and HR Manager • Plan and coordinate procurement activities from purchase requisition stage to receipt of goods/services and delivery at their final destination, ensuring compliance with all required paperwork and supporting documentation

	<ul style="list-style-type: none"> • Source quotations from suppliers on the vendor list and ensure services and goods are procured at an optimal quality/price and represent value for money • Be secretary of the procurement committee and prepare Cost Bid Analysis (CBAs) and minutes for all procurement committee meetings • Prepare purchase orders and documents in accordance with SHA policy on Salesforce • Coordinate with the finance department in facilitating documentation for payment of invoices using Salesforce • Liaise and coordinate with user departments and suppliers in determining the scope of work required for procurement activities • Closely monitor procurement tracking and communicate regularly with staff and field sites on procurement progress and delivery timelines. • Support maintenance of a regularly updated supplier database and an up-to-date price list for goods and services that SHA regularly uses • Handle and monitor claims for defective or wrong supply of goods; delivery shortfalls and/or missing parts • Ensure that the procurement and disposal of commodities are in keeping with donor guidelines and are properly documented <p>Any other duties as periodically assigned by the line manager.</p>
Key Relationships:	<p>Internal</p> <ul style="list-style-type: none"> • Portfolio Managers • HoFA • HoP • Country Director • Admin & HR Manager • Office Manager • Procurement Committee <p>External</p> <ul style="list-style-type: none"> • Partner organisations/SMEs/MSMEs • Other like-minded organizations and institutions
Qualifications and Experience:	<p>Essential</p> <ul style="list-style-type: none"> • Diploma in Procurement and Supply Chain Management, Business Administration or its equivalent from a recognized institution • Valid driving licence • Proficiency in MS Word, Excel and Outlook. • 2 years proven experience in procurement management with an International Non-Governmental Organisations • Basic knowledge of financial processes / bookkeeping an added advantage

This Job Description only serves as a guide for the position and SHA reserves the right to make necessary changes.

This Job Description has been read and clearly understood.

Signed: _____

Name and Date: _____

■

Self Help Africa is committed to equal employment opportunities