

Poverty Eradication Network (PEN)

Job Title:	Programme Administration Officer
Department:	Finance and Administration
Reporting to:	Finance and Administration Manager
Supervising:	Administrative Assistant; Office Assistant; IT Assistant
Cooperating with:	Programme and Project Managers Partners and Clients
Job Purpose:	To provide professional administration support to PEN Programmes, through the management of: Administration Staff Members; Procurement; Management Information Systems (MIS); Contracts; and Training Logistics; and to provide effective and efficient logistical support to the PEN Board of Directors.

Major Roles:

1. Establish and Manage the PEN Management Information System (MIS)

Files and archives; Programme databases: Lower Eastern Field Projects, CSO Networks Projects; Capacity Building and Management Services Projects; proposals; consultancy reports; programme reports; board reports; donor reports; evaluation reports; OD assessment reports; presentations; photos; training manuals; and others.

2. Manage PEN Procurement

Procure all office supplies and materials, following established policies and procedures

Maintain list of Suppliers

3. Contract Management

Establish and maintain a data base for all PEN consultancies; manage all client files: Contracts, Terms of Reference, Intervention plans and Reports; track and monitor implementation of all consultancies: mobilization, start-up, implementation and completion of all consultancies; Coordinate between lead consultant, PEN finance, and client as appropriate;

4. Logistical Support to Trainings, Workshops, Conferences and Special Events:

Venue identification, contract negotiation and coordination; Coordination with client re logistics; Preparation and Management of Participant List and Attendance Lists; Travel and

logistical support to PEN training team; Printing, collation and distribution of training materials. (Coordinates with Lead Trainer and Finance)

Maintaining and monitoring the PEN Training Calendar

5. Administration

Support to Development and Implementation of the PEN Administration Manual

Support to PEN HR Management

Supervision of Administrative Assistant and Office Assistant and IT Officer

6. Logistical Support to the Board of Directors

Provide Administrative and Logistic Support to the Board and PEN Directors: Annual Calendar of Events, Meeting Announcements with Agenda, Acquisition and Presentation of Board Papers, Minute taking, Document and monitor follow-up action list, Communication with Directors re. meeting attendance , travel arrangements and their issues not requiring ED attention.

Job Specification

The Candidate should be a professional administrator, upwardly mobile (i.e. willing to invest in advancing their career) with commitment to social development, effective and efficient management and a strong team player.

Experience:

- At least 3 years work experience in administration and office management, with an excellent reference.
- Exposure to and genuine interest in civil society sector and poverty eradication

Minimum Qualifications

- Graduate in Business Studies or Social Studies.
- Computer literacy; especially office suite or similar
- Fluency in English and Kiswahili languages, with excellent writing skills

Personal Qualities

- Excellent communication and interpersonal skills
- Good planner and organizer with excellent attention to detail
- Good management skills are essential
- Excellent organizational and time management skills
- Willing to learn and perform multi tasks
- Empathy with poor, marginalized and vulnerable people
- Ability to work in cross cultural environment
- Excellent references

How to Apply

If you feel you possess the necessary qualifications and experience, please send your contact, resume and application letter detailing the attributes you bring to this position to the address below:

**Recruitment Committee
Poverty Eradication Network (PEN)
AACC Compound
Waiyaki Way/Church Road, Westlands
P. O. Box 4932-00200
NAIROBI**

Or email your application to: info@penkenya.org

Closing Date: 30th September 2011