



# YOUNG AFRICAN LEADERS INITIATIVE (YALI) REGIONAL LEADERSHIP CENTER

East Africa  
Nairobi

## Job Details

### POSITION 1: PARTNERSHIPS MANAGER AND DEPUTY CHIEF OF PARTY

#### Main Purpose of Job

The holder of this position will report to the Chief of Party and will be responsible for securing sufficient funds to realize the Board's goals and objectives both capital and programmatic for the RLC, mobilizing donor and partner resources, developing compelling concept notes and proposals and leading in developing a donor prospect list that will include private foundations, bilateral and multilateral donors, private sector donors and High Net Worth Individuals (HNWI).

#### Minimum Qualifications

- Bachelor's degree, required, preferably in marketing, public affairs, fund development, or related discipline.
- Minimum of 6 years' successful experience in resource mobilization and partnership development.
- Ability to communicate effectively orally and in writing in English, French desirable.
- Experience with use of internet, including social media for fundraising purposes.
- Demonstrably planning and organizational skills and ability to meet tight deadlines
- Experience in convening partnership and donor events
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals.
- High professional and ethical standards for handling confidential information.
- Willingness to travel and work evenings and weekends as needed.

#### Key Responsibilities

- Take the lead in convening donor events, including developing briefing documents for the RLC leadership needed for donor discussions.
- Develop a prospect pool that consists of high net worth individuals, foundations, and corporations.
- Identify, cultivate, and raise money from a portfolio of prospects.
- Provide stewardship to existing and new donors.

- Prepare project proposals for funding, analyzing donors' priorities and ensuring timely reporting to donors.
- Prepare briefings and other planning documents for RLC leadership as needed for their participation in partnership and resource mobilization activities.
- Oversee and supervise the alumni and communication function to ensure they achieve their respective mandates
- Participate and ensure the implementation of commitments adopted at the Project Management Team
- Prepare annual and quarterly work plans that contribute to the overall partnership strategy.
- Identify potential partners for joint-implementation activities and draft MOUs/LOAs as appropriate.
- Represent the Centre in YALI Africa discussions and working groups and articulate the Center perspective in close consultation with the Chief of Party.
- Develop, oversee and maintain a gift/donor database.

### **Key Performance areas**

- Donor relations management
- Delivery excellence
- Analytical thinking and problem solving
- Business Technology Acumen

### **Technical competencies**

- Demonstrated leadership and management skills;
- Excellent strategic planning skills;
- Strong judgement and decision-making skills;
- Excellent verbal communication skills;
- Excellent report writing skills;
- Experience with use of internet, including social media for fundraising purposes.
- Experience in convening partnership and donor events; and
- Ability to work in a team.

### **Your role as a leader**

At Kenyatta University, we believe in the importance of leadership at all levels. We expect our people to embrace and live our purpose by challenging themselves to identify issues that are most important for our clients, our people, and for society and make an impact that matters.

## **POSITION 2: GRANTS MANAGER**

### **Main Purpose of Job**

The Grants and Compliance office provides overall technical support in managing grants, including organisational capacity assessment, capacity building, and financial management. The ensures that grants or contracts are well administered and that program and support teams are fully informed of relevant donor compliance regulations and organizations' procedures to support on-track, on-time, and on-budget implementation. The GCM oversees overall compliance in program implementation including

the development of work-plan, monitoring for and management of risks, reporting requirements, and overall donor and prime recipient rules and regulations.

### **Grants Management**

- Monitor and coordinate all phases of grants from award through close-out, including grants administration, compliance, reporting, and compliance with approved budgets, contract terms, and legal or regulatory requirements
- Ensure grants and contract budgets align with Project and institutional budgets and forecasts.
- Revise all proposed grants budgets prior to submission to ensure consistency with proposal requirements; accuracy in calculating salaries, direct and indirect expenses; compliance with established regulations; and make recommendations to program staff for revisions when appropriate.
- Coordinate with management to ensure compliance with due dates for submission of budget, technical and programmatic reports to federal agencies.
- Read all proposed sub-contract and sub-grant agreements and applications to ensure compliance with terms of contract and grant agreements between YALI and its funders.
- Actively monitors sub-recipients, and serves as liaison between program teams and finance team.

### **Budget Management and Reporting**

- Support the Finance team to monitor project costs for the purpose of identifying discrepancies, resolving problems and/or issues, and ensuring that expenditures are in line with budget limits.
- Closely work with the Finance lead to streamline internal and external financial reports and reporting processes to deliver more efficient, effective, and useful reports and analysis for decision making.
- Support the Finance and program teams in development of comprehensive annual program budgets.
- Work with members of finance team during annual audit to ensure that relevant information is transmitted to the auditors in a timely manner.

### **Internal controls, Risk and Fraud Management**

- Work with finance team and program staff to ensure that key processes and systems are in place to manage grant risk assessments, donor financial compliance, and reporting management processes
- Review and update, implement and maintain Grants management procedures and control measures to ensure compliance YALI overall policies, generally accepted accounting standards, external donor requirements and national laws and regulations, identifying corrective measures as required.
- Closely work with the University procurement department to develop and implement procedures for assessing the value for money that in the YALI project

### **Capacity building and training**

- Build capacity of the project team on grant management, general accounting and internal controls thus ensuring compliance

- Closely work with Finance to orient the project staff on the donor, YALI operating procedures and requirements.
- Closely work with the management and university to ensure that Project procurement complies with both donor and YALI policies and procedures.
- Train all staff on the USG grant and compliance requirements and monitor adherence.

### **Minimum Qualifications**

- Bachelor's degree in Business, Procurement, Accounting, Finance, Management, Auditing, Economics or related field.
- A minimum of 5 years' experience in NGO sector Grants/Compliance Management positions, preferably in USG funded projects.
- In-depth understanding and experience of working with proposals and contracts from institutional donors.
- Experience in planning and budget processes, including providing clear guidance on donor policies & procedures.
- Up to date knowledge and understanding as well as experience in forecasting, negotiating, and implementing the US Government funding.

## **POSITION 3: HUMAN RESOURCE OFFICER**

### **Main Purpose of Job**

The holder of this position will report to the finance and admin manager, and will be responsible for ensuring the YALI project maintains a high level of HR practices by leading and directing the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company and donor policies and practices.

### **Responsibilities**

#### **1. Administration**

- The HR business partner will develop and implement HR strategies and initiatives aligned with the overall project requirements
- Develop and align Human resource policy informed by USAID requirements, statutory requirements and Kenyatta University requirements
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Report to management and provide decision support through HR metrics
- Ensure staff benefits are up to date and the project is getting value for money
- Ensure the employees/staff are informed about any changes in entitlements, benefits and terms of services in a timely and comprehensive manner.
- Keep themselves abreast of latest trends in terms of HR operations management and HR systems roll-out to ensure they continuously improve and simplify the way the HR processes are administered.
- Coordinates leave and off administration in consultation with the GM and completes forms for approval
- Coordinates the processing of terminal dues and staff clearance procedures during staff separation
- Assists in the payroll computation and comparisons at the end of the month. Has to be familiar with USAID Time keeping policy

## **2. Recruitment**

- Ensure timely HR briefings on contract modality and related benefits are delivered to new joiners or colleagues changing contract modality.
- Lead the recruitment process for the YALI project
- Assist with interviews, shortlisting for staff positions
- Carries out necessary reference checks to ensure USAID requirements are met.
- Ensures staff files contain all necessary onboarding documents.
- Oversees orientation of all new employees in accordance with YALI guidelines
- Ensures monitoring/recording/evaluation of staff and employee progress during probation

## **3. Other**

- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process for the project in collaboration with the university HR department
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Assess training needs to apply and monitor training programs
- Ensure legal and donor compliance throughout human resource management
- Identify evolving needs of the organization and recommend changes in HR processes and procedures.

## **Minimum Qualifications**

- Holder of a degree in HR or related fields with a Higher Diploma in Human resource management
- minimum three years' experience managing teams with outstanding leadership and coaching skills
- Proven working experience as HR officer or HR business partner People-oriented and results-driven
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of local labor law and HR best practices
- Degree in Human Resources or related field
- Member of HRM would be an added advantage
- Experience with donor funded projects

## **POSITION 4: E-LEARNING SPECIALIST**

### **Main Purpose of Job**

We are seeking to recruit a mature and result-oriented E-learning Specialist for YALI Regional Leadership Center - East Africa. The holder of this position will be responsible for the design and implementation of eLearning opportunities for YALI RLC EA and its affiliates. S/he will be responsible for providing technical expertise to assist professional workgroups in the area of developing new e-learning courses and revising

e-learning courses. Supports projects internally and is responsible for tasks and assignments associated with the development of training.

### **Job Description**

- Gather information and course elements from members, internal departments, subject matter experts, and others.
- Develop and design learning material, coordinate, and review educational content, and incorporate current technology in developing specific eLearning curricular.
- Support the deployment of learning programs including uploading and updating courseware and curricular, training assignments, learner notification text and rules in LMS.
- Utilize knowledge of LMS capabilities to recommend delivery strategies that yield a rich, meaningful, and dynamic end-user experience.
- Utilize LMS reporting capabilities and develop custom reports to assist with planning and managing the company's training and development initiatives.
- Manage eLearning content from vendors to ensure it is compatible with the LMS.
- Ensure that participants are registered for Education and Training events and performs reconciliation function with the Business office as needed.
- Coordinate and conduct the webinars using approved platforms programs and upload recordings into LMS.
- Lend expertise in the technical aspects of eLearning to internal PSBA departments, as requested.

### **Key Performance areas**

- Delivery excellence.
- Analytical thinking and problem-solving.
- Business Technology Acumen.

### **Minimum Qualifications**

- Bachelor's degree or equivalent experience in training, adult education, and/or multimedia training materials development.
- At least 4 years' experience with a Learning Management System as a developer or administrator.
- Experience with HTML and audio and video editing software will be an added advantage.
- Ability to work effectively and collegially with all staff, especially with IT, Communications, and Marketing.
- Ability to relate well to a wide range of personalities.
- Excellent member services attitude.
- Ability to solve technical problems independently or in teams.
- Has a good team spirit and positive attitude.

## **POSITION 5: ADMISSIONS ANALYST**

### **Main Purpose of Job**

The holder of this position will report to the Admissions Manager and will be responsible in providing support in the running of the Admissions and recruitment functions. The purpose of the Admissions function is to support the recruitment and organization of cohorts, ensuring transparency and fairness in the RLC EA participant selection process.

### **Key Responsibilities**

- Assist to implement and promote alumni programs that support the RLC's strategic plan as well as the goals of the program.
- Prepare accurate and complete Admissions database records; capture contact, biographical and career information of RLC EA participants, design and publish a Participant Directory (in conjunction with the communications team), develop and update the admissions database, and develop and maintain all admissions records.
- Maintain organizational calendar of Admissions-related events and activities.
- Assist in educating potential applicants on the benefits of the RLC's courses and programs.
- Collaborate closely with colleagues in developing a database of potential participants and communicate admissions-related activities via written contact reports filed in appropriate constituent database software.
- Assist in organizing travel logistics and application of student passes through the Kenyan immigration office
- Prepare monthly admissions reports for review by the Admissions Manager for the RLC administrative team, board and client.
- Provide ad-hoc reports and evidence-supported analysis based as recommended by the Admissions Manager.

### **Minimum Qualifications**

- Bachelor's degree in any social sciences, preferably in human resource management or social work
- Experience in human resource recruitment will be an added advantage.
- 1-2 years' relevant work experience.
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals.
- High professional and ethical standards for handling confidential information.
- Willingness to travel and work on flexible time schedules

## **POSITION 6: ALUMNI ANALYST (2 POSITIONS)**

### **Main Purpose of Job**

The holder of this position will report to the Alumni & Volunteer Relations Manager and will be responsible in providing support in the running of the Alumni & Volunteer Relations function. The purpose of the Alumni & Volunteer Relations function is to support the Alumni engagement strategy, relationship management, mentorship coordination and business development.

### **Key Responsibilities**

- Assist in the implementation and promotion of alumni programs that support the RLC's strategic plan as well as the goals of the program.
- Prepare accurate and complete Alumni database records; capture contact, biographical and career information of Alumni & Ambassadors via surveys, projects (e.g. directory), correspondence, website, etc.
- Assist in maintaining organizational calendar of alumni related events and activities.
- Work with the Partnerships Team to implement and manage career networking services (internships, mentorships, job placement) for participants and alumni

- Collaborate closely with colleagues in increasing support for alumni, Identifying and qualifying support from alumni; communicate development-related activities via written contact reports filed in an appropriate constituent
- Prepare monthly development reports of alumni activity and volunteer database for review by Alumni & Volunteer Relations Manager.
- Capable to provide ad-hoc reports and evidence-supported analysis based upon Alumni & Volunteer Relations Manager needs.
- Support and coordinate alumni related events and activities
- Working closely with county chapter representatives to implement chapter and YALI RLC events and activities
- Support in reviewing alumni proposals for various grants

### **Minimum Qualifications**

- Bachelor's degree preferably in Marketing/sales, public relations, communication or a related discipline.
- 1-2 years relevant work experience.
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals.
- High professional and ethical standards for handling confidential information.
- Willingness to travel and work evenings and weekends as needed.

## **POSITION 7: RESIDENT ASSISTANT**

### **Main Purpose of Job**

The Resident Assistant (RA) facilitates the social and personal adjustment of participants during their residency at Kenyatta University (KU). The RA develops a sense of community among participants and will be the first point of contact for any matter's participants have outside the YALI training program. The RA will serve as a positive role model to the participants and enforce the rules and policies of YALI RLC EA and Kenyatta University during their residency. The RA will also act as a liaison between the participants, YALI and Kenyatta University.

### **Key Responsibilities**

#### **Resident Assistant Duties (80%)**

- To reside at the KUCC Annex (herein after referred to as the Annex) and be available to residents/participants on a daily basis during the cohort's attendance
- Provide an update to YALI Admissions Team every Monday on how participants' residency is progressing.
- Assist in the supervision of the Annex, responding to all requests and emergencies during duty hours - Remain on-call for the whole weekend.
- Assist residents/participants in their adjustment to roommate and community living
- Be available to residents on a daily basis to oversee their welfare issues.
- Prepare the rooming list and assist residents in their adjustment to roommates and community living.
- Relate well to individuals of all ethnic, racial, cultural, and religious backgrounds, encouraging better understanding of cultural diversity and individual differences at the Residential Annex



- Respond to all witnessed violations of YALI and Kenyatta University policies occurring within the residence or dining area. Prepare and submit the appropriate report to YALI Admissions Team within 24 hours
- Assist in special events where residence life, housing and dining services play an important role
- Work with the travel department to issue tickets and all bookings associated with travel of participants
  1. Support with the following administrative duties:
    - a) Issuing of medical cards to participants
    - b) Collection and return of participants passports (for the immigration process – student passes application)
    - c) Assist in coordinating logistics for events taking place at the Center
    - d) Coordinate participant transport between the Annex and the Center
    - e) Clearance of participants prior to final departure
- Troubleshoot on immigration issues and ensure all travelers are well settled

#### **Admissions Duties (20%)**

- Facilitate and conduct online Pre-departure orientation for selected finalists.
- Manage general Admissions & participants' correspondence.
- Assist in online reviews of applications.
- Conduct phone and skype interviews for shortlisted applicants.

#### **Minimum Qualifications**

- Bachelor's degree from a reputable university.
- Minimum 1 year of relevant working experience.
- People-oriented person.
- Excellent communication skills, both written and verbal.
- Well conversant with project operations management.
- A high level of personal integrity and a sense of accountability.
- Ability and willingness to collaborate and contribute productively to the team's output as an effective team player.
- Work experience in multicultural environments would be an added advantage.

## **POSITION 8: FINANCE ANALYST**

### **Responsibilities**

#### **Accounting**

1. Maintain projects General ledger in the provided accounting software system and ensure reconciliations.
2. Prepare payments against authorized requisitions
3. Prepare and report monthly projects financial reports and budget variance analysis according to ICF reporting requirements
4. File all financial and Field activity records according to the existing filing system
5. Ensure reconciliations of staff field travel cash advances and banking of any cash returns
6. Maintain bank accounts in the accounting software and make surprise upcountry office petty cash counts
7. Provide guidance to the technical team on the appropriate rates to use based on the existing operations manual
8. Review and process all payments for approval by budget holders

## **Procurement**

1. Review LPOs before they are issued to vendors for correctness and completeness
2. Support the procurement person by reviewing procurement documents while ensuring value for money in all procurement engagements and compliance to USAID rules and regulations
3. Work with the university accounting department to ensure all records are received and maintained at YALI project office
4. Ensure the set out YALI procurement policy is being adhered to
5. Be up to date on the changing procurement and accounting trends and give recommendations to the company on areas of improvement

## **VAT**

1. Maintain the overall VAT report which has status of all submissions, approved DA1 forms and status of refund
2. Share the report with the management on request
3. In case of non-compliant vendors document and communicate with donor immediately as per the provided guidance
4. Provide guidance to the admin assistant on preparation of DA1 forms
5. Ensure the VAT report is up to date at all times and can be relied upon for decision making
6. Provide any information that may be required in reference to this

## **Minimum Qualifications**

- Bachelor's degree in finance, accounting or related field.
- CPA/chartered accountant would be an added advantage
- At least 3 years' experience performing a similar function for USAID funded project
- Demonstrated knowledge of finance, accounting and IFRS reporting.
- Strong organizational skills with ability to manage multiple projects simultaneously.
- Strong analytical skills, detail oriented and ability to work and interpret numbers, figures and other financial information.
- Proficiency in MS Office applications and experience working with several different accounting software packages.
- Strong Communication skills – both oral and written.

## **POSITION 9: GRANTS ANALYST**

The Grants and Compliance analyst will work under the grants manager to ensure overall technical support in the management of grants including organisational capacity assessment, capacity building and financial management. He will work to ensure that grants or contracts are well administered and that the program and support teams are fully informed of relevant donor compliance regulations and organizations' procedures to support on-track, on-time, and on-budget implementation. The Grants Analyst oversees overall compliance in program implementation including the development of work-plan, monitoring for and management of risks, reporting requirements, and overall donor and prime recipient rules and regulations.

## **Grants Management**

Work with the grants manager to monitor and coordinate all phases of grants from award through close-out, including grants administration, compliance, reporting, and compliance with approved budgets, contract terms, and legal or regulatory requirements

Support the grants manager in ensuring grants and contract budgets align with Project and institutional budgets and forecasts.

Work with the grants manager to review all proposed grants budgets prior to submission to ensure consistency with proposal requirements; accuracy in calculating salaries, direct and indirect expenses; compliance with established regulations; and make recommendations to program staff for revisions when appropriate.

Read all proposed sub-contract and sub-grant agreements and applications to ensure compliance with terms of contract and grant agreements between YALI and its funders.

### **Budget Management and Reporting**

Under the guidance of the grants manager Support the Finance team to monitor project costs for the purpose of identifying discrepancies, resolving problems and/or issues, and ensuring that expenditures are in line with budget limits.

Closely work with the Finance lead to streamline internal and external financial reports and reporting processes to deliver more efficient, effective, and useful reports and analysis for decision making.

Support the Finance and program teams in development of comprehensive annual program budgets.

Work with members of finance team during annual audit to ensure that relevant information is transmitted to the auditors in a timely manner.

### **Internal controls, Risk and Fraud Management**

Under the guidance of the grants manager work with finance team and program staff to ensure that key processes and systems are in place to manage grant risk assessments, donor financial compliance, and reporting management processes

Work with the grants manager on review and update, implement and maintain Grants management procedures and control measures to ensure compliance YALI overall policies, generally accepted accounting standards, external donor requirements and national laws and regulations, identifying corrective measures as required.

### **Minimum Qualifications**

- Bachelor's degree in Business, Procurement, Accounting, Finance, Management, Auditing, Economics or related field.
- A minimum of 3 years' experience in NGO sector Grants/Compliance Management positions, preferably in USG funded projects.
- In-depth understanding and experience of working with proposals and contracts from institutional donors.
- Experience in planning and budget processes, including providing clear guidance on donor policies & procedures.

- Up to date knowledge and understanding as well as experience in forecasting, negotiating, implementing the US Government funding.

## **POSITION 10: MONITORING AND EVALUATION ANALYST**

### **Main Purpose of Job**

The holder of this position will report to the Monitoring and Evaluation manager. The purpose of the Monitoring & Evaluation function is to oversee the management of Performance Monitoring Plan (PMP) indicator and continuously conduct field audits and monitoring of RLC initiatives.

### **Key Responsibilities**

- Work closely with the M&E manager in establishing proper internal systems for project monitoring, quality assurance and evaluation as well as oversee management of accurate and complete PMP database including collecting, inputting and evaluating information and report to the COP and Client concerning progress towards PMP targets.
- Work with the M&E manager to conduct field audits and ongoing monitoring of RLC initiatives.
- Support the M&E manager in ensuring proper monitoring and evaluation is carried out at the impact, results, and activities levels, as well as tracking the F-indicators required by USAID.
- Support the M&E manager in the design of the RLC's performance monitoring and evaluation effort by training the RLC staff on data collection and the importance of the M&E effort.
- Support the M&E manager in ensuring timely collection of monitoring and evaluation information.
- Support the M&E manager in overseeing internal communication on M&E progress and results.
- Support the M&E manager in preparation of quarterly M&E reports for the RLC administrative team, board and client.
- Support the M&E manager during the oversight of publication of the quarterly "Impact Newsletter" highlighting success stories and results

### **Technical competencies**

- Strong communication skills both verbal and written English;
- Ability to work collaboratively with colleagues throughout the RLC and with the COP, other constituents and the public;
- Extensive experience with M&E database software as well as demonstrated ability to strategize, implement and build M&E programs and activities;
- Knowledge, skills and experience in key M&E standard tools such as performance benchmarking measures, indicators and reports;
- Proven writing skills combined with the ability to produce quality data and reports within a tight time-frame;
- Training skills, including facilitation, mentoring and coaching.
- Strong planning and organizational skills.
- Demonstrated leadership and management skills;
- Excellent strategic planning skills;
- Strong judgement and decision-making skills;
- Excellent verbal communication skills; and
- Ability to work in a team.

### **Minimum Qualifications**

- Bachelor's degree preferably in Statistics, Monitoring and Evaluation, Economics or Social Sciences. Master's degree will be an added advantage.
- Minimum 3 years' experience as a senior M&E officer in donor funded initiatives.

- One (1) years of experience in monitoring and evaluation on a USAID- funded initiative.
- One (1) years' experience in East Africa or sub-Saharan Africa.
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals.
- High professional and ethical standards for handling confidential information.
- Willingness to travel and work evenings and weekends as needed.

## **POSITION 11: ADMINISTRATION AND LOGISTICS OFFICER**

Under the direction of the Finance Manager, the Logistics and Administrative Assistant will be responsible for implementing program administration and support activities related to office administration, operations, logistics, finance, and program implementation.

### **Key responsibilities**

#### **1. Office administration**

- Carry out program logistics including verification of goods received, confirmation of services to vendors
- Maintain administrative files for all office supplies and inventory for daily running of the office
- Ensure all office utilities are paid on a timely manner to avoid disruption
- Ensure office equipment and allocated assets are in the right place at the right time
- Manage the YALI office at all times and ensure adequate security, cleanliness and all necessary services to keep the office functional
- Receive and dispatch mails as needed
- Ensure all staff have access to the office and any restricted parties are monitored
- Work with property management to trouble shoot issues as they arise
- Oversee the administration of program files and relevant documents, including the filing of documents, physically and electronically
- Support in note taking during meetings if needed
- Manage asset movement and maintain clear records for this

#### **2. Logistics**

- Organize logistics of in-country and off-shore trainings, conferences and travel for staff, participants and any other YALI related parties
- Work with the resident assistant to ensure all participants travels are well organized and everything runs smoothly during cohort trainings
- Work with the procurement department to ensure smooth planning of travel
- Act as a go between the program and the procurement department in ensuring all project logistics run smoothly
- Liaise with service providers as needed;
- Perform receptionist, operator and librarian tasks as needed;

#### **3. Human resource**

- Support the human resource department in planning orientation of new staff and on boarding of new staff
- Ensure all new staff are allocated all required items and are settled within the first week of settling

#### **4. VAT**

- Initiate the VAT refund process
- Work with the fiancé team to ensure DA1 forms are submitted for type writing in good time, reviewed and submitted to donor within the 30days timeline

- Follow up on approved DA1 forms with vendors and ensure documentation is done for all approved DA1 forms
- Maintain the VAT files
- Update the finance team on status of VAT to enable the team update the VAT report

#### **Qualifications**

- Minimum five years' office experience; prior experience working for international organizations or donors
- Office administration and/or management experience;
- Experience managing logistics for conferences, trainings and study tours;
- Excellent oral & written communication skills;
- Strong computer skills, including Microsoft Word, Excel and Outlook;
- Experience providing logistics and administrative support for USAID programs preferred
- Strong interpersonal skills, ability to interact effectively with partners, donors and other relevant stakeholders and personnel associated with this program;
- Highly detail-oriented, organized, and able to handle multiple projects at once
- Candidates must be well organized, able to work independently, skilled at handling multiple tasks, able to meet deadlines and work in stressful situations.

## **POSITION 12: DRIVER**

#### **Responsibilities include:**

- Drive staff on official duties and/or business within and outside of Nairobi, or as requested by supervisor(s)
- Ensure punctuality and safe transport
- Ensure that safe driving practices are adhered to, including local driving codes and company policies and procedures for use of project vehicles
- Ensure vehicle is kept secure, clean, and tidy and in good working condition at all times
- Actively monitor the mechanical conditions of the vehicle, and arrange regular vehicle maintenance including: check oil, water, battery, brakes, tires, etc.
- Prepare and submit vehicle monitoring reports, including records of vehicle operations, maintenance, expenses, mileage, as required;
- Assist in ensuring vehicle insurance and registration are current;
- Ensure that office directory, first aid kit, necessary spare parts, and other required items are available within vehicle at all times
- Maintain high standards of customer service to both internal and external guests

#### **Qualifications:**

- Valid Driver's license and proof of an excellent driving record
- High school diploma
- Minimum 3-5 years of previous project driving experience, preferably in the employ of international organizations; OR minimum of combined collective 10 years driving experience with at least of 5 years with a reputed agency
- Good communication and interpersonal skills
- Possession of valid Red cross first aid certificate or any other body that is authorized locally
- Past work experience with a USAID/USG supported projects will be an added advantage
- Working knowledge of road routes in major counties within Kenya
- Ability to follow directions in a fast-paced environment
- Ability to handle the physical demands representative of those employee encounters while performing the essential functions of this job

- Ability to identify problems in a vehicle and take appropriate action
- Proven ability to work well within and as part of a team and manage multiple priorities
- Integrity, honesty and good communication skills
- Open to work long hours and weekends, if or when required

**For more details on the positions, visit**  
**<https://www.yalieastafrica.org/careers/careers.pdf>**

**Submit your Cover Letter and CV to: [recruitment@yalieastafrica.org](mailto:recruitment@yalieastafrica.org)**

**Responses should be sent no later than May 20, 2022, 5:00 p.m.  
Eastern African Time (EAT)**

**The positions will be considered on a rolling basis until the positions are filled**