PEACE, PROSPERITY AND
REGIONAL INTEGRATION

Position Title :   **Administration Assistant**

Job Group :   **General Service**

Duty Station :   **Nairobi**

Accountable to :   **Senior Program Coordinator**

1.   **Background Review as per Project Document**

A Regional Secretariat on forced Displacement and Mixed Migration for the HoA has been established in Nairobi, Kenya and Djibouti through a Regional IDA grant for the DRDIP to IGAD.

IGAD is, therefore, seeking to recruit an administrative assistant to provide support for the projects administrative functions and also be part of DRDIP Coordination team based in Nairobi, Kenya. This Terms of Reference outline the objectives, expected outputs and the list of tasks as well as the reporting, and qualification requirements for the assignment.

2.   **Objectives**

The objective of the assignment is to ensure efficient handling of all administrative issues of the regional secretariat in Nairobi that contributes to effeciency and effectiveness in realizing its objectives as set out in the PIM.

3.   **Responsibilities and Functions of the Administrative Assistant**

3.1   **Duties and Responsibilities:**

Under the overall supervision of the Senior Program Coordinator the Administrative Assistant will provide full Administrative and operational Support to the Secretariat. This Terms of Reference outline the objectives, expected outputs and the list of tasks as well as the reporting, and qualification requirements for the assignment. More specifically he or she will:

1. Coordinate with the secretariat team the external relations with partners

2. Receive and dissseminate with accuracy all incoming information to the secretariat staff

3. Responsible for correspondence with partners, member states and the media. This includes the dissemination of all information from the Regional Secretariat for the Regional Steering Comitttee and other activities

4. Take lead in organising all the meetings of the regional secretariat including documentation and logistics in cordination with the relevant staff

5. Ensure clear and, depending on confidentiality, accessible database of all Incoming and Outgoing documents for the Program.

6. Efficiently organizing , maintaining and safekeeping of the Regional Secretariat files and filing system

7. Electronically filling all documents and Off site/line back up of electronic files

8. Documentation of all information on meetings taking place at the secretariat

9. Responsible for the inventory of the office supplies

10. Keeping track of security and maintenance of Office Premises

11. Perform any other appropriate tasks as requested

4.   Minimum Qualifications:

4.1   Education & work Experience:

1. Masters degree in Administration or related degree from a recognized Institution,

2. Professional Administration Qualification from a recognized professional body,

3. A minimum of five years' work experience in executing functions as an Administrator or in a public, international or regional organization,

4. Experience working in the IGAD Region is highly desirable

5. Knowledge and experiences of computerized systems (MS Office etc)

4.2   Skills and Abilities:

1. High level of personal and professional integrity with strong communication skills and ability to function well in a multi-cultural environment,

2. Ability to deal sensitively and build effective working relations with clients and colleagues,

3. Strong communication skill with ability to prepare, present and discuss minutes in written and oral form, and

4. Demonstrated skill in computer application and use of software programs is an essential requirement.

5. **Language requirements:**

Fluency in English is required. French is an added advantage.

6. **Tenure of Appointment:**

The appointment is for 1 year renewable subject to availability of funds and satisfactory performance.

7. **How to Apply**

a) Please submit your application letter , a detailed Curricullum Vitae and Copies of your certificates to rose.tsuma@igad.int with copy to Caroline.njuki@igad.int by 20th December, 2016, only shortlisted applicants will be notified .

b) In the Subject Line , Please write **: REF : Administration Assistant**