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Project Overview

RELON-Kenya is a registered national network of RLO's in Kenya as an association with the Registrar of Societies. The organization is a membership organization drawing members from both the urban and camp based refugee-led organizations that aims to advocate for refugee participation and inclusion in decision-making tables and policy dialogues, which Refugee-Led Organizations would operate in, and 'speak on one voice' when advocating for refugee rights and interests on matters affecting their day-to-day lives in a capacity equal to the other key stakeholders and partners. We all reflect on this quote, *"Nothing for Refugees without refugees"*. This project is also aiming to Supporting the Development of Refugee-Led Organization Network of Kenya (RELON-KENYA) and capacity build its member organizations (RLO's) in various ways.

RELON-Kenya exists to unite the refugee-led organizations (RLOs) in Kenya so as to link them with opportunities, ideas and funding, as well as provide a platform for the RLOs to network amongst each other and other key potential partners/stakeholders (at national, regional and global levels).

VISSION OF RELON Kenya

.... A strong network that advocating for inclusion and meaningful participation of RLOs and refugees in decision-making tables and policymaking process on matters affecting their day-to- day lives and 'speak on one voice' when advocating for refugee rights and interests.

MISSION OF RELON -KENYA

.... To influence policy makers and donors through advocacy and networking for meaningful service provision and participation of RLOs on the decision-making tables and policymaking processes.

RELON-KENYA seeks to recruit qualified, energetic, dynamic, result oriented and capable persons to fill the below positions;

Project Title: Supporting Development of Refugee-Led Organization Network of Kenya (RELON-KENYA)

Positions: 3 (1 Administrative Assistant, 1 ICT officer & 1 Project Accountant)

Duty Station: Nairobi, Kenya (All 3 positions)

Duration of Assignment: 10 months (with a possibility of extension)

Application Deadline: 1st September 2021 by 4.00pm (E.A.T)

Starting Date: 13th September 2021.

Reporting: The coordinator

1 Position: Administrative Assistant (RE/KE/AS/001)

The Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports the coordinator and the entire secretariat through a variety of tasks related to the organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others whenever request by the office coordinator. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Will be reporting directly to the coordinator.

Key Duties/Responsibilities

- Collaborate with member organizations (RLO's) and partners by organizing field visits, planning of trainings and other meetings with member organizations (RLO's).
- Drafting and editing of articles that are in line with the work of RELON-KENYA, refugee interest stories and other advocacy/information materials.
- Answer and direct phone calls within the organization and book travel arrangements for staff
- Organize and schedule meetings and appointments.
- Maintain contact lists, record books and ordering office supplies.
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports, and develop and maintain a filing system
- Submit and reconcile expense reports
- Provide general support to visitors and provide information by answering questions and requests.
- Research and creates presentation and generate reports.
- Helping in resource mobilization and fundraising campaign.
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in capacity development programs.
- Contribute to team effort by accomplishing related results as needed

- Organize travel arrangements for seniors
- Write letters and emails on behalf of other office staff
- Book conference calls, rooms, taxis, couriers, flights, hotels etc.
- Handle sensitive information in a confidential manner and taking accurate minutes of meetings.
Reply to email, telephone or face to face enquiries
- Develop and update administrative systems to make them more efficient
- Oversee and supervise the work of junior staff
- Maintain up-to-date employee leave/holiday records

Qualifications/Requirements

- A bachelor's degree in social science
- Good command of English (spoken and written).
- Must be a recognized refugee with a valid Refugee ID card, preferable urban based person or a Kenyan national with an ID card and someone with no criminal record.

Experience/Competencies

- 3 years relevant experience in an Administrative Assistant or relevant position.
- 2 year experience working in a cross-cultural setting, preferable in the Refugee-led organizations/NGO sector.
- Computer literacy (MS Office, MS Excel is essential, MS Word, MS PowerPoint, Email and other communication programs including social medias.
- Financial Regulations and Rules is regarded as an asset.
- Able to define systems and approaches that are sustainable and relevant to the local context.
- Ability to work independently and to maintain flexibility in working hours. Planning and Organising a demonstrated effective organisational skills and ability to handle work in an efficient and timely manner.
- Demonstrated ability to coordinate tasks to meet deadlines.
- Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender orientation.
- Demonstrated ability to develop and maintain effective work relationships with counterparts.
- Ability to write in a clear and concise manner and to communicate effectively orally.

Values and Ethics

- The candidate should have high level of integrity, accountability, and punctuality and be willing to work beyond normal working hours. He/she should also demonstrate and be exemplary in portraying RELON-KENYA values and ethics. He/she should be a good team player.

1 Position: Information & Communication Technology Officer (RE/KE/ICT/001)

The Information and Communication Technology (ICT) Officer oversees and supports the ICT aspects of the programme on a day-to-day basis, this involves managing and updating the organizational website and all its social Medias to ensure it is used effectively within the programme, as well as providing advice,

guidance and training on ICT related issues to the rest of the team. Will be reporting directly to the coordinator.

Key Duties/Responsibilities

- Provide ICT hardware and software support to all project locations by:
- Establishing and managing networks, where applicable.
- Installing new software.
- Repairing computers and laptops as required.
- Maintaining printers and other peripherals in good working order.
- Troubleshooting problems finding quick and cost-effective solutions.
- Support in analyzing ICT aiming to improve these processes with new or upgraded software or systems.
- Support the management of ICT related assets through budgeting, procurement and tracking.
- Provide appropriate ICT and communication equipment training to other staff, through one-to-one coaching sessions. This may include basic introduction to Windows and Office applications, e-mail and internet use, intermediate use of Office applications, backups, software installation, use of RELON-KENYA services, etc.
- Ensure the security and integrity of all the programme information systems and data.
- Enforce and develop, if appropriate, relevant guidelines and policies e.g. online security, passwords, back-up procedures, anti-virus solutions, etc...
- Monitor and evaluate the use and effectiveness of social medias and maintenance of the website, including the designing the AC materials.

Qualifications/Requirements

- A bachelor's degree or Advance diploma in relevant subject and IT qualification.
- Good command of English (spoken and written).
- Must be a recognized refugee with a valid Refugee ID card or Kenyan national with an ID card and someone with no criminal record.

Experience/Competencies

- 2 years relevant post-qualification professional experience in an IT position.
- 1 year experience working in a cross-cultural setting, preferable in the Refugee-led organizations/NGO sector.
- Experience of training/coaching individuals in ICT skills at different levels of ability.
- Advanced knowledge of Windows operating systems (e.g. Windows 7,8,10 etc.) and Microsoft Office applications, especially Word, Excel and Outlook.
- Hardware knowledge including PCs, laptops, network routers, printers, etc.
- Knowledge of networking and servers.
- Able to define systems and approaches that are sustainable and relevant to the local context.

Values and Ethics

- The candidate should have high level of integrity, accountability, and punctuality and be willing to work beyond normal working hours. He/she should also demonstrate and be exemplary in portraying RELON-KENYA values and ethics. He/she should be a good team player.

1 Position: Project Accountant (RE/KE/PA/001)

The Project Accountant Officer will do the overall management of the project financial, transactions. The objective of the assignment is to increase the efficiency of the processing of accounting as part of the Project Management to provide all the necessary support to project implementing staff in financial management to the project through the provision of high quality services. Will be reporting directly to the coordinator.

Key Duties/Responsibilities

- Processes accurately and promptly all accounting transactions in the coordination unit, including payroll, operating expenses, travel, consultant payments, vendor payments, charge backs and other office running expenses.
- Prepare and file disbursement applications in compliance with the RELON-KENYA Finance policy and other banks' related policy, on disbursement procedures and processes.
- Perform regular bank account reconciliations, taking appropriate action to correct discrepancies between the Project and Bank records.
- Filling the taxes with KRA and reconciliation of accounts.
- Keep relevant documents and invoices systematically to fully support the accounts.
- Performs monthly bank account reconciliation and reviews cash flow and replenishment needs of the Project management Unit.
- Prepare payment vouchers after careful verification of the supporting documents and prepare cheques against approved payment documents.
- Effect timely payments and resolve accounting related issues of the Project.
- Assist in the planning aspect and preparation of annual budget and ensure in the monitoring budget and expenses.
- Ensure that recommendations by Bank missions, internal and external Auditors are timely and properly implemented.
- Close collaboration with the Head of the Finance department to oversee the establishment and proper maintenance of the finance and accounts in accordance with the financial rules and procedures of the RELON-KENYA and the World Bank.
- Coordinate other head of departments to prepare periodic financial reports in the standard format (s) required by the donor (s) and submit to the project coordinator for review and second opinion.
- Prepare annual and periodic RELON-KENYA budget plans and submit to the Head of the Finance or coordinator for approval and coordination.
- Prepare, implement and review the funding of the budgeted and actual annual cash flows and ensure adequate follow-up on any matters needing clarification.
- Prepare periodic statement of expenditure (SOE) reports and fund replenishment requests, carefully checking and inspecting the concept notes and requisitions if approved by the coordinator before writing a cheque or making payments (*These are to be done regularly*).
- Prompt visits to the field for both training and auditing purpose.

- Conduct the basic training and support and district staff on all issues related to budget and finance.
- Represent the department, alongside the Head of Finance Admin department, in all discussions related to project's planning and implementation.
- Liaise with the coordinator's office and other departments to ensure that the financial and administrative aspects are always taken into account when making technical and strategic decisions.
- Support the Head of Finance department in the facilitation of external financial audits and during all discussions/supervision visits of donors.
- Contribute with the other member staff in the Finance Admin department to the designing or improvement of accounting and financial tools to be used by the project implementing staff.
- Other reasonably related duties as may be assigned by the coordinator.

Qualifications/Requirements

- Strong ethical commitment to impartiality and transparency.
- Appropriate qualification in Accounting, Finance or Business Administration – CPA qualification would be an advantage.
- Must be a recognized refugee with a valid Refugee ID card or Kenyan national with an ID card and someone with no criminal record.

Experience/Competencies

- At least 2 years financial background.
- Experience with major donors' regulations and guidelines.
- Analytical judgement and ability to work under pressure and meet deadlines.
- Excellent inter-personal skills and commitment to work in a participative way.
- Good command of Ms Office software (Word, Excel, PowerPoint, etc...).
- Ability to work independently and as part of a team.
- Willingness to work occasionally in the field.
- Good English skills.

Values and Ethics

- The candidate should have high level of integrity, accountability, and punctuality and be willing to work beyond normal working hours. He/she should also demonstrate and be exemplary in portraying RELON-KENYA values and ethics. He/she should be a good team player.

Application Process

If you fill to be suitable for any of the above positions, please send your CV (maximum of 3 pages, cover letter, indicating the two (2) referees with their full contact, including your contact that you can reached on, to relonkenya2020@gmail.com also remember to put the code of the position you are applying for on your application. Only the shortlisted candidates will be contacted for the interview. We strongly encourage the female candidates to apply and preferably urban based person, since he/she will be required to be in office time-to-time for all the positions.