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| Organization | Regional Education Learning Initiative Africa (RELI Africa) |
| Position | Regional Administrative Officer |
| Grade | |
| Duty station | Kenya |
| Reports to | Senior Manager RELI Africa |
| Supervises | N/A |

About RELI Africa Network

RELI Africa is a peer learning initiative and policy influencing network comprising over 70 organisations in Kenya, Uganda and Tanzania. The network brings together members from across East Africa working to ensure inclusive learning for all children in East Africa by leveraging local knowledge and expertise to influence education policy and practice. RELI members are local education organisations and individuals in the region, working tirelessly for the most vulnerable children.

Position Summary

The Regional Administrative Officer role will be responsible for providing administrative support to the region (Kenya, Uganda and Tanzania) including travel and meeting/event planning, procurement and payment processing, and documentation of regional activities. Additionally, the job holder will support the RELI senior manager in handling RELI Africa board related activities.

Key Responsibilities

TRAVEL AND EVENT PLANNING (40%)

- Assist with the preparation and execution of conferences, workshops and other events run by RELI in the region and country specifics. Ensure the following logistics are made:
 - Timely requisition of venues, transport arrangements and other conference/workshop materials.
 - Liaise with meeting venues both domestically and internationally to ensure all necessary arrangements have been made.
 - Liaise with the procurement officer on all travel bookings including accommodation.
 - Obtain necessary information on flight itineraries for RELI members.
- Coordinate regional and inter-departmental meetings inclusive of setting agendas, taking notes, and following up on action plans as required.
- Schedule and calendarize virtual and physical meetings ensuring all intended participants are invited. Ensure all meeting documents are shared ahead of the meetings.
- Generate requests, receive invoices, fill output analyses, prepare payment vouchers and submit payments for suppliers and consultants in a timely manner ensuring reconciliation of expenses against approved budgets.
- Prepare RELI members for various conferences/learning opportunities by obtaining all relevant information regarding the conference, including its registration and other requirements.
- Maintain the RELI Regional Calendar of events – both external and internal.
- Research on conferences RELI members can contribute and participate.

SUPPORT PROGRAM ACTIVITIES (40%)

- Support the collation and maintenance of the RELI regional and country specific database including the membership database.
- Assist in maintaining project documentation including monthly regional activity report and filing system. Ensure various RELI reports are collated and accessible to all the RELI secretariat members.
- Review activity budgets as sent by leaders/assist in preparation of activity budgets and track the overall RELI Africa budget.
- Prepare claim forms as required.
- Prepare contract request spreadsheet for new consultants and interns across the region.
- Support in administrative duties such as printing, photocopying and scanning.
- Conduct simple data analyses and propose for publication as RELI knowledge products.
- Draft, review and comment on documents and publications.
- Serve as point of contact for RELI members and other RELI stakeholders for updates or requests of information on the regional activities.
- Manage dispatch of materials to the region (Uganda and Tanzania) and maintain a record of the same.
- Take stock of RELI materials in the store and maintain an accurate record.

GOVERNANCE (15%)

- Coordinate the development of board papers and sharing board papers 2 weeks before the meetings.
- Schedule, attend and document all the RELI Africa board meetings.
- Share calls for funding proposals and coordinate with RELI leaders for submission of quality applications.
- Assist with administrative duties in the RELI senior manager/CEO's office.

OTHER (5%)

- Attend, fully participate and document network and staff meetings and retreats as required.
- Perform such other duties as may be required from time to time.
- Write one blog per quarter and one academic paper per year.

Qualifications

- Bachelor's degree in business administration, Psychology, Sociology or any other related field.
- 6 years' experience in similar role preferably in INGO environment.
- High level of drive and personal motivation, coupled with the presence required to interact effectively with senior personnel in the region.
- Excellent oral and written language proficiency in English.
- Programme and project management.
- High degree of professionalism, commitment, reliability and integrity.

Personal Skills

- Planning and Organization skills
- Data and Budget management
- Problem solving
- Fostering teamwork
- Communication

Competencies

- Good understanding of operations, including operational challenges faced in the countries of operation.
- Strong communication and interpersonal skills: demonstrated ability to work effectively across and within a large, complex non-profit organization, both laterally and vertically, and diplomatically communicate with a variety of people in a multi-cultural environment.

- Excellent organizational skills: the ability to work independently in a fast-paced, detail-oriented environment and efficiently organize the workflow of a fast-paced team.
- Proven attention to details: the ability to track and process multiple details simultaneously and accurately.
- Strong visual skills: the ability to assist with preparation of charts and graphs in Excel and PowerPoint.
- Flexible work attitude: the ability to work productively in a team environment and independently.
- Trustworthy with an ability in maintaining confidential information.
- Solid writing and editing skills: the ability to draft and edit professional documents and correspondence in English.
- Strong computer skills: ability to work effectively and accurately with MS Outlook, Word, Excel, PowerPoint, and to adapt to new applications.

Qualified and interested candidates can send their applications to jobs@ziziafrique.org by October 6, 2023.