



Terms of Reference

Administrative Assistant – Horn of Africa Initiative (HoAI) Coordination Support Team, Nairobi, Kenya

Job Title: Administrative Assistant

Program: Horn of Africa Initiative (HoAI) Coordination Support Team

Location: Nairobi, Kenya

Duration: Fixed term (Two Year Contract) inclusive of six months' probation.

Project Background

The World Bank (WB), African Development Bank (AfDB) and the European Union (EU) – the development partners (DPs) -- are supporting the [Horn of Africa Initiative](#) (HoAI), a compact of the Finance Ministers of the HoA countries - Djibouti, Ethiopia, Eritrea, Kenya, Somalia and Sudan.

The objectives of the HoA Initiative are reflected in a program consisting of the following four pillars: (i) improving regional infrastructure connectivity (transport corridors, energy and digital integration); (ii) Promoting trade and economic integration (trade, growth, and regional value chains); (iii) Building resilience (climate change and related shocks, including droughts, floods, the current locust crisis and conflict in the region's borderland areas) and (iv) Strengthening human capital development (boost skills and improve access to social services for the people of the Horn of Africa).

The HoAI is country-driven and facilitated by development partners. The overall coordination is led by a Chair elected on a rotational basis among the Ministers of Finance of participating countries. The current Chair is the Cabinet Secretary, National Treasury and Planning of Kenya. Implementation arrangements include national HoAI focal points (high level officials within the ministries of finance) nominated by each Minister of Finance, their full-time advisers (independent experts), and thematic leaders for each pillar (high level officials within line Ministries).

Implementation of HoAI workflows is facilitated by a small Coordination Support Team, headed by the Focal Point of the country chairing the Initiative for the time being. The Coordination Support Team comprises a Team Leader, a Communications consultant, and an Administrative Assistant (being recruited on the basis of terms of reference herein). The Coordination Support Team works closely and supports the work of HoAI, including logistics. It is financed by a World Bank grant managed by a specialized regional agency.

Job Description

The Administrative Assistant is a key member of the Coordination Support Team who will play a pivotal role in coordinating the daily operations of the HoAI Coordination Support Team, including administration,

office management. Travel arrangements and fulfilment of related administrative formalities (e.g., requests of visas, health documentation, etc.). The Administrative Assistant ensures accurate and complete record-keeping and filling. He / She will support official travel and logistics for events and for Coordination Support Team staff, working under the guidance of the Team Leader.

Key Duties and Responsibilities

Administration

- Assist the Coordination Support Team with organization and coordination scheduled meetings and taking minutes.
- Coordinate and liaise Coordination Support Team external meeting including maintenance of calendar, and coordinate transport arrangement, flight booking and visa processing.
- Maintain HoAI events and calendar of important events and updates to all staff regularly.
- Other duties as assigned by the Team Leader.

Office Management

- Keep and maintain proper inventory of office assets.
- Manage office space allocation for Coordination Support Team Staff.
- Work with the IT support staff to ensure the efficient operations of the local network.
- Communicate with office superintendent on facility management, improvements, and repairs.

Reporting

- The Administrative Assistant will report to the Team Leader of the Coordination Support Team.

Minimum Qualification

- Bachelor's degree in Business or Office Administration or related field

Selection Criteria

- At least 5 years' experience in administration, general office support or related area.
- Strong office management and communications skills.
- Ability to perform duties with minimum supervision.
- Strong English writing and speaking skills.
- Ability to relate to people at all levels of an organization.
- An energetic, positive and innovative individual with high ethical standards.
- A well organized and self-motivated individual with sound judgement and operational focus.
- Previous experience with regional programs and Development Partners preferred.

Applicants are requested to complete the online form on this link https://bit.ly/HoA_Admin_Assistant and submit and submit the necessary documents electronically as guided in the online application form.

<p>The HoAI seeks to promote gender parity. Women are encouraged to apply. This is a local hire position and is open to all persons eligible to work in Kenya.</p>
