



Building The Future



Job Description

Administrative Officer

Purpose of the position:

In the administrative Officer role, you will supervise the Advent admin operations and lead the support to the HR and Admin team. A critical element of this position is identifying key areas of improvement and implementing solutions. Success in this role will be exhibited by the timely and efficient delivery of all admin work, enabling Advent Construction to meet its goals and objectives.

Major Responsibilities:

Key Outputs (accountabilities and results)		Weight (%)
1.	Oversee and coordinate efficient and high-quality administrative support services which include transport, housing, work permit processing, equipment purchases, building services, events coordination, and hospitality to staff and visitors, while building staff capacity through coaching and mentoring	15%
2.	Supervise the provision of a wide range of administrative support services all site offices by working with the Storekeepers and Site In charge to ensure functionality, efficient Systems and procedures leading to effectiveness in programs, projects, and reporting.	5%
3.	Design, document, implement, and oversee the maintenance of administrative systems and procedures, office space allocation, general maintenance and implementation of safety procedures for Advent assets and property; Ensure core documents are available for distribution to staff; custodian of all administration-related documents and contracts	15%
4.	Oversee the negotiations, preparation, approval, and execution of contracts, develop MoUs and SLAs that ensure cost savings and Advent’s interests are considered	10%
5.	Organize, chair, and attend general staff and management meetings for strengthened communications and represent the administration unit in various meetings with stakeholders, advising staff on local policies and procedures, ensuring child protection policy and other Policies are adhered to by all staff. -	10%
6.	Oversee (matrix) the procurement of all office supplies and services, auditing and approval of all contracts and payment documents ensuring acceptable documentation, standards, policies, and procedures are adhered to and up-to-date inventory databases maintained; In liaison with the Finance Manager, oversee the management of fixed assets and insurance coverage	15%
7.	Oversee (matrix) outsourced services: Procurement, fleet management, travel and event	5%

	coordination (BCD)and cleaning services	
8.	Key WV contact with the WV lawyer on administrative-related issues, escalating where necessary and providing technical guidance to management on legal issues and changes in the statutory requirements	5%
9.	Oversee the relocation and settling in of expatriate staff (incoming and outgoing); Point person for WV with the Ministry of Foreign Affairs and Department of Immigration; oversee the processing of work permits for all international staff based in Kenya and support to regional staff with Visa requirements	10%
10.	Participate in the preparation of the Support Services Unit budget; Prepare and submit quarterly reports and other briefs to the SSU Manager to be shared with the leadership.	5%
11.	Oversee security procedures and implementation for the safe keeping of WV staff and Possessions and carrying out annual checks to confirm compliance.	5%

Practicing gender & cultural diversity	3	3
Influencing individuals & groups	3	3

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor’s degree in business management
- Extensive experience in Administration for a minimum of 5 years in construction, manufacturing or mining
- Good understanding of Commercial Law
- Good knowledge of acceptable procurement processes and audit requirements
- Knowledge of normal organizational policies and procedures
- Good understanding of government requirements and procedures - work permit processing, Insurance and Facilities processes
- Good conflict resolution/problem-solving skills, teamwork, crisis management, training facilitation and coaching.
- Experience in working in a multi-cultural environment. Experience in a hardship context will be an added advantage.
- Able to manage multiple priorities in cross-cultural teams and prioritize under pressure
- Integrity and strong interpersonal skills.
- Excellent verbal and written communication skills, especially by phone and e-mail.

Working Environment / Conditions:

- *Work environment:* Head Office based with site travels

Share your CV with Career@adventconstructions.com deadline is 1st August 2024