



Job Announcement

Good Neighbors International (GNI) is an international humanitarian and development NGO established in 1991, and it is in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development project. Kenya Good Neighbors (KGN) was established in Kenya in 1995. Kenya Good Neighbors implements Community Development Projects by supporting the stable and self-sufficient development of the communities through interventions in education, health, water and sanitation, income generation, advocacy, environment, climate change and emergency relief. KGN is currently operating projects in 9 counties, namely, Nairobi, Kiambu, Embu, Kajiado, Narok, Kisii, Siaya, Marsabit, and Turkana Counties.

GN Kenya is seeking *transparent, passionate and qualified* candidate to fill the position of ***ADMINISTRATIVE OFFICER***

Location: Head Office (Ruiru, Kiambu County)

Employee Terms: Fixed Term contract

1. Administrative Tasks:

- Manage and organize project files, records, and documentation.
- Schedule and coordinate meetings, workshops, and events.
- Prepare and distribute meeting agendas, minutes, and reports.
- Handle correspondence and communication with internal and external stakeholders.

2. Office Management:

- Oversee the inventory of office supplies and equipment; order and replenish as necessary.
- Arrange logistics for project activities and events.
- Maintain an organized and efficient office environment.

3.Data Management:

- Assist with data entry, management, and analysis.
- Support the preparation of project reports and presentations.
- Ensure the accuracy and confidentiality of project data and information.

4.Support to Project Team:

- Provide administrative support to project team members
- Support the development and implementation of project plans and activities.
- Collect and organize receipts related to project expenses.
- Ensure receipts are properly categorized and stored for accurate financial tracking.

5. Promotional Activities:

- Assist in developing and implementing promotional materials, including brochures, flyers, and social media content.
- Coordinate and manage the project's social media accounts and online presence.
- Collaborate with external partners and media to enhance the project's visibility if necessary

Qualifications and skills

- At least a Bachelor's degree in a relevant field such as Business Administration, Project management, Development, or Social Economics Studies.
- At least 3 years of relevant experience in project management. Experience in managing KOICA development projects is a plus.
- Proven experience in managing budgets, project planning, and reporting.
- Strong interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Excellent communication skills, both oral and written, in English.
- Strong analytical skills and attention to details
- Integrity and commitment to producing results.
- Demonstrated ability to work under pressure and meet deadlines.
- Ability to get on well with the diverse workforce.
- Experience working with an NGO will be an added advantage.

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or ***before 30th August 2024*** to administration@goodneighbors.ke

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