

JOB VACANCY ANNOUNCEMENT FORM

Title: Field administrator
Ref N: ADMIN-KEN/
Sector: Administration
No. of positions: 1
Location of work: Tana River
Reports to: Project Manager and Regional Administrator
Start of work: To Be Communicated / Based on external factors
Duration: 31st December 2020 with possibility of renewal

BACKGROUND INFORMATION:

CISP (Comitato Internazionale per lo Sviluppo dei Popoli) founded in Rome in 1983. CISP is active in over 30 countries worldwide, including Kenya, Somalia and Ethiopia. CISP priority areas of action are as follows: a) The right to social and economic security: income generation opportunities, migration and development, food security; b) The right to health and access to water and sanitation; c) The right to future: the rights of children, adolescents and youth and the protection of the environment and natural resources; d) The right to humanitarian assistance: emergency and first reconstruction aid; e) Support of public policies on social cohesion and civil society. For more information log on to www.cisp-ngo.org

Job purpose

CISP is leading a consortium of partners to implement a project dubbed Rebuild-Community Resilience Building in Livelihood and Disaster Risk Management in Tana river County- Galole and Tana delta sub counties funded by EU. The Field Administrator will be tasked to conduct the NGO business in a transparent, accurate and organized manner while adhering to all donor rules, organization procedures and General Accepted Accounting Principles. To Ensures proper flow of field administration procedures, and support the Project Manager by carrying out common office administration duties. Maintains a positive and friendly environment by acting as the first line of contact to visitors and partners.

Accountancy

- Ensure all data entry and excel cashbooks are done daily observing timeliness and accuracy.

- Ensure that all financial documents are set to the correct budget codes according to the funds requested or budgets
- Reconcile bank and cash and print out the reconciliations for signing on a monthly basis.
- Monitor all liabilities especially reconciling advances and accruals on monthly basis so that any outstanding liabilities are cleared in timely manner.
- Ensure financial documents are scanned on timely basis and kept in data archives.
- Safe keeping/handling petty cash through seeking appropriate authorization before cash disbursement.
- Ensure cash counts are done on weekly and monthly basis.
- Ensure there is a proper filing system of all financial documents within the Field Office.
- Ensure that there are enough funds both in cash and bank to meet the daily need of the office.
- Preparation of the pays slips and payroll for Tana river Staff and payment of salaries and any applicable statutory deductions.
- Review the funds sent against the funds utilized to reconcile and follow up on the balances and further funds request
- Review all financial documents for completeness, accuracy and timely processing of payments.
- Execute payments which have received proper authorization and are in line with CISP and donor policies
- Liaise with various service providers (banks, communication providers,) and suppliers.
- Keep a calendar with all the major deadlines and ensure timely payments: Statutory deductions & all Insurance cover
- Participate in reporting process to the donor and ensure its successful completion.
- Participate in the preparation of Projects Financial audits and CISP Annual Audit
- Dispatch high quality financial documents to Nairobi on a regular basis.
- In Liaison with the Kenya Finance Officer, assist the Manager with all the administrative and financial issues (policies/practices) related to the project;
- Identify areas for financial and administrative improvement and work to implement feasible improvements;
- Regular update on Kenya Labor Law (with emphasis on payment of taxes).

Documentation

- Preparation of all Cashbooks and original supporting documents to be sent to Nairobi on a monthly basis (by the 2nd and 5th of the following month respectively) together with official bank statements and reconciliations for all projects.
- Maintain Keep an updated staff database with contracts and employment related documents.
- Ensure contracts are current for all staff, rental properties, facilities, and vehicles;
- Ensure documents submitted by field officers and all field staff are complete and confirmed by Project Manager before disbursing further funds for activities.
- Provide timely feedback and instruction to Project Manager on necessary revision/correction/addition of supporting documents, if applicable;
- Review all training attendance sheet to verify the correctness of participants and the payments done.
- Review all vehicle log sheets from PM and Drivers for correctness or any inconsistency.
- Handle all leave forms and review staff timesheet to establish their accuracy.
- Establish and run a filing system for project documents that will be consistent to the reports and accounting system.

Procurement

- Monitor procurement of project assets and supplies for the assigned project.
- Arrange Cargo and shipment of equipment's when applicable;
- Monitor the project assets, update asset inventory for projects and ensure the assets are traceable.
- Verify the bid analysis at the Field Office to confirm that the proper selection of supplier/vendor has been made.
- Ensure all documents presented for payments are in line with CISP and donor policies

Logistics

- Coordinate and manage the office vehicles and their movement.
- Ensure travel and flight booking forms are filled and submitted timely by all staff
- Follow up on the credits from the travel companies and boarding passes from the travelers
- Arrange food and accommodation for training/workshop in Tana River, as required;
- Ensure proper functioning of Communication Equipment's e.g. Internet, emails and Postal services.

- supervise the overall Asset Management.

Others

- Attend trainings and meetings related to project finance when requested and later communicate to the finance and coordination office.
- Enter Data, type letters, scanning and photocopying documents as requested;
- Assist and support the Programs/Finance Team in capacity building of staff;
- Supervise and manage CISP Field Office support staff (Driver, cleaners, cooks).
- Perform any administrative duty not specified above;

Profile Required

Educational:

Certified Public Accountant (CPA II /ACCA) OR Diploma in Administration.

Technical / Professional:

- At least 2 years experience in the field of administration and finance.
- Proficiency in Microsoft applications.
- Strong organization skills, analytical skills and accuracy.
- Good knowledge of Labor & Industrial Law of Kenya, Human Resource Management and Organization Behavior.
- Strong Record Keeping Skills;
- Ability to Work Without Supervision
- Excellent Time Management Skills;
- Ability to Handle Confidential Information;
- Ability to Multitask
- Excellent English and Swahili (spoken and written).
- Excellent relations and communications skills, good team player, diplomatic and able to deal with a mixed cultural team.

How to apply:

Please send your application by e-mail to Human resource admin@cisp-nairobi.org, and cc Waithaka@cisp-nairobi.org and clearly demonstrating how you meet the qualifications for this position and your expected remuneration, no later than 16th April 2020 5.00pm (EAT). For more information about this position, you can contact us through the same email address.

Email subject: "Application for the position of Field Admin- Tana River County".

Application to include ALL the following:

- CV (not exceeding 4 pages), including 3 references.
- Cover letter (1 page maximum)
- CISP Job Application Form

Please note only shortlisted candidates will be contacted.

For more information about CISP, please visit www.cisp-ngo.org.

CISP is strongly committed to ending Child Abuse, all forms of Sexual Exploitation and Abuse, and to building a work environment that is safe and welcoming for all, where Sexual Harassment does not take place. The desired candidate for any position should share and support this commitment in all aspects of their personal and professional behaviour. Any history implicating that the applicant has a history of Child Abuse, Sexual Exploitation and Abuse, or Sexual Harassment, is a reason for excluding him or her from employment with CISP.