



**Administrative Assistant**

Strengthening the SDGs Kenya Forum as an accountability platform for gender and development

# About the SDGs Kenya Forum

The SDGs Kenya Forum (‘the Forum’) is an inclusive membership national platform and a convener on the 2030 Agenda for Sustainable Development Goals (SDGs) that provides space for structured and coordinated civil society organisations (CSOs) engagement with (national and subnational) governments, citizens, the private sector, media, academia and development partners. The Forum engages with Government and all stakeholders in the implementation, review and follow up on the 2030 Agenda for Sustainable Development Goals.

The Forum is looking forward to implementing a program dubbed “strengthening the SDGs Kenya Forum as an accountability platform for gender and development” whose main goal is twofold:

1. Focus on accelerating SDG5 implementation in Kenya, by supporting the governments and CSOs’ ability to deliver on gender equality priorities.
2. Focus on strengthening the Forum as an accountability platform on SDGs implementation in Kenya.

Development Initiatives (DI) hosts the SDGs Kenya Forum Secretariat and is a strategic partner in the implementation of the ‘Strengthening the SDGs Kenya Forum as an accountability platform for gender and development’ project funded by the Bill & Melinda Gates Foundation.

# Purpose of the consultancy position

The purpose of the consultancy is to provide the Forum with day-to-day management including all substantive and administrative matters. 50% of the consultant’s time will be allocated to strengthening the Forum as a convener and an accountability platform for SDGs, 30% of the time shall be spent on strengthening overall Forum programs work while 20% will draw on your extensive experience to offer general administrative support to all members of the Forum and to ensure all payments, receipting and reconciliations have been done in a timely basis.

The consultant will work closely with the Grants Officer, HR & Safeguarding Lead and the Forum engagement team in the finalisation of the deliverables in the project.

# Technical duties

1. Manage petty cash and monitor balance levels for timely replenishment.
2. Verify requests upon receipt for completeness and accuracy and process payments.
3. Ensure all payments and receipting have been done including bank reconciliations and statutory payment.
4. Manage inventory/stock of office consumables and re-order as needed. Assist in procurement of stationery by sourcing for relevant quotations from relevant sources and ensure delivery to the relevant departments, on a monthly basis.
5. Verify suppliers’ invoices, reconcile their statements, prepare payment vouchers and process their payments.
6. Maintain and update the fixed asset schedule while monitoring the use of movable assets.
7. Ensure compliance and adherence to financial standards/regulations.
8. Ensure documents are made available during audit.
9. Receive cheques duly signed for distribution and photocopying before release.
10. Contact service providers, suppliers and any other persons for their cheques.
11. Forward back all payment vouchers to the accounts department.
12. Support on updating suppliers on their payment status.
13. Listen attentively to members’ issues and analyse as per the Forum’s mandate.
14. Operate the switch board - make calls for staff, receive and transfer phone calls, take down all messages for staff members who are out of office and forward the same on email.
15. Receive all Forum documents at point of delivery, stamp, record, sort and distribute to relevant staff members.
16. Assist the Executive Director in dispensing their day-to-day duties by keeping a diary of all their official functions/meetings.
17. Perform other duties for the Forum as may be required and assigned by the Forum leadership.

**Professional qualification**

1. Bachelor’s degree in finance or any related field.
2. 1 year of relevant work experience in an NGO set-up.
3. Knowledge of the issues in the relevant areas of the Forum’s work.
4. Proven experience working with government, civil society, international organisations, and donors.
5. Experience in the usage of Microsoft package facilities and accounting packages.

**Duration and indicative timelines**

The consultancy is expected to take place for a period of 1 year initially. The suitable candidate shall indicate their quote in regard to the duties and deliverables expected. A monthly consultancy fee aligned to the ToR will be subject to statutory deductions and will be paid in recognition of satisfactory work contributed. DI reserves the right to withhold part or all the indicated amount if the work that is contributed is not deemed to meet the satisfactory quality of the Donors.

**Submission instructions**

Interested and qualified candidates should submit their CVs and a cover letter to [HRAfrica@devinit.org](mailto:HRAfrica@devinit.org).

The subject of your email should read: Administrative Assistant

Hard copy documents will not be accepted. The closing date for submission of complete application is 28th May 2023 CoB.

# About Development Initiatives

DI, host of the Forum, is an independent international development organisation working on the use of data to drive poverty eradication and sustainable development.

We work to ensure that decisions about the allocation of finance and resources result in an end to poverty, increase the resilience of the world’s most vulnerable people, and ensure no one is left behind. We want these decisions to be underpinned by good quality, transparent data and evidence on poverty and resources, and lead to increased accountability and sustainable long-term outcomes.

DI was established in 1993, and since then our partnerships across the world have enabled us to expand from a small organisation in south-west England to a staff of over 70 people working in Brazil, Kenya, Nepal, Uganda, the UK and the US.

# Our work

We believe there are enough resources in the world to consign extreme poverty to history, but poor or inaccurate information means these resources are not reaching those who most need them. While data alone will not end poverty, it is a vital catalyst for increasing knowledge, providing clarity and improving decision-making at local, national, regional and global levels.

Our work focuses on three key areas:

1. Measuring the progress of people out of poverty

Our work on poverty is about driving commitments and investment towards improving poverty data and drawing on existing data to start building a clearer and more accurate picture of poverty.

1. Investments to end poverty and build resilience

Our work on resources is about informing national, regional and international actors on how to mobilise, track and improve the targeting and effectiveness of the many different resources that can address poverty, vulnerability and crisis.

1. Data use of sustainable development

Our work on data use is about breaking down barriers to data use, improving data availability and usability, and helping people use data effectively in order to drive efforts to end poverty and build resilience.

**GLOBAL HUB**Development InitiativesFirst Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK+44 (0) 1179 272 505

**EAST AFRICA HUB**Development InitiativesShelter Afrique Building4th Floor, Mamlaka RoadNairobi, KenyaPO Box 102802-00101+254 (0) 20 272 5346.

**AMERICAS HUB**   
Development Initiatives  
110 13th Street, NW,  
Suite 800, Washington DC  
20005, US

Contacts:

Mariam Ibrahim  
Growth and Partnership Lead  
[mariam.ibrahim@devinit.org](mailto:mariam.ibrahim@devinit.org)

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