



**Office 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:

* Focus on accelerating SDG5 implementation in Kenya, by supporting the government’s and CSOs’ ability to deliver on gender equality priorities.
* 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, to offer general operational support to all members of the Forum and to maintain office hygiene by ensuring tidiness, neatness and cleanliness of the office.

The consultant will work closely with the Membership Liaison Officer, HR & Safeguarding Lead and the Forum engagement team.

# Technical duties

1. Maintaining a high degree of hygiene by ensuring tidiness, neatness and cleanliness of the office by cleaning the offices and desks.
2. Washing utensils and kitchen towels.
3. Clearing office waste and bins.
4. Ensuring a steady supply of drinking water and or coordinating its purchase.
5. Accessing general office consumables, supplying as needed and maintaining their regular supply and tracking their use.
6. Preparing and serving tea on a daily basis and any other time when required.
7. Organising and providing snacks and refreshments for office meetings and functions and when necessary.
8. Delivery of out-going mail, communications and documents to appropriate destinations and recipients.
9. Picking documents from post, sorting, stamping, recording and distributing to relevant staff members.
10. Performing other duties for the Forum as may be required and assigned by the Forum leadership.

**Professional qualification**

1. Certificate of Health from a recognised health institution.
2. At least six months’ experience in office operations.
3. Basic communication skills.

**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.

**Submission instructions**

Interested and qualified candidates should submit their CVs and a cover letter to HRAfrica@devinit.org.

The subject of your email should read: Office 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.

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