The AECF (Africa Enterprise Challenge Fund) is a non-profit institution supporting early and growth stage businesses –through provision of patient capital – to innovate, create jobs, leverage investments and markets in an effort to create resilience and sustainable incomes for rural poor and marginalized communities in Africa.

AECF’s strategy is focused on agribusiness/agriculture and renewable energy sectors with increased support to climate technologies, deepened focus on gender, youth, and employment, aimed at attaining the institution’s vision of ‘A Prosperous and Enterprising Rural Africa’.

The AECF is headquartered in Kenya with offices in Cote d’Ivoire and Tanzania.

The position sits within the establishment of the Finance for Inclusive Growth Programme – Somalia.

About the Programme
Finance for Inclusive Growth in Somalia (FIG – Somalia) is a pilot programme component under the Inclusive Local and Economic Development (ILED a programme whose objective is to contribute to stability in Somalia by extending state authority and services, promoting local reconciliation and peacebuilding, creating inclusive economic opportunities and protecting the most vulnerable. FIG Somalia seeks to work through participating financial institutions to fill a financing gap in Somalia by providing them with access to a revolving fund for credit to be used for the sole purpose of providing onward lending to women and youth in business and producers.

We are looking for a candidate who is passionate, innovative and has the technical capability for the role of an Administration Assistant.

JOB SUMMARY
The Administrative Assistant assists the HR & Administration unit to provide operational and administrative office support including Travel, Logistics, Security, Events Management and Procurement support to the assigned Somalia Programme to ensure smooth office operations and events management leading to effective travel management and programme operations.

DUTIES & RESPONSIBILITIES
• Work with the Programme Manager – Somalia in scheduling meetings, taking minutes, co-ordinating reporting etc. with stakeholders in Somalia, internally and with donors
• Work with the Procurement, HR & Administration unit to co-ordinate day to day travel and logistics management and ensure that all travel and logistics complies with AECF’s travel policy;
• Support the Somalia team in logistical and accommodation arrangements - hotel bookings and vehicle hire as per the AECF Travel policy and guidelines.
• Process travel authorizations, confirm budgets, get relevant approvals and prepare travel LPOs’ for verification and signature for the assigned Somalia programme team;
• Provide procurement support by sourcing for quotations for purchases within the assigned thresholds for the assigned programme.
• Ensure that suppliers travel invoices are received in a timely manner and recorded into the available system and check invoices from travel agents and certify accuracy for payment;
• Confirm that claims submitted match provided itineraries and follow up reimbursements where there are deviations.
• Manage and maintain travel module system ensuring all entries are accurately and timely done;
• Follow up and ensure all the assigned programme events are booked in a timely manner and run smoothly

ACADEMIC QUALIFICATIONS
• Bachelor’s degree in any of the business-related discipline.
• Computer proficiency and familiarity with a range of software applications including MS Office suites

RELEVANT EXPERIENCE
• Must have a minimum of three (3) years of experience in similar role
• Strong communication and organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
• Demonstrate strong people management and customer service skills.
• Demonstrated proactive approaches to problem-solving with strong decision-making capability.
• Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
• Somali nationals are preferred with knowledge of Somali language

The AECF is an Equal Opportunity Employer. The AECF considers all applicants based on merit without regard to race, sex, colour, national origin, religion, age, disability or any other characteristic protected by applicable law.

If you believe, you can clearly demonstrate your abilities to meet the relevant criteria for the role, please submit your application quoting in the subject line the Job Title ‘Administration Assistant/AECF/Somalia - /2020’ and attach a detailed CV with correct e-mail address and telephone contacts to recruitment@aecfafrica.org to be received on or before 28th September 2020.

Only shortlisted candidates will be contacted. For more information on AECF, please visit www.aecfafrica.org