



FOR WOMN'S HUMAN RIGHTS

Position Title	Operations Assistant
Position Location	Nairobi, Kenya Office
Reporting to	Senior Operations Officer
Contract Type	12 Months Renewable
Start Date	January 2024
Vacancy Announcement Date	31 October 2024
Applications Closing Date	14 November 2024

Who we are

Urgent Action Fund-Africa (UAF-Africa) is a consciously feminist and womn's human rights pan-Africa Fund registered in Kenya and Zimbabwe. Operating as a virtual organisation, the Fund boasts of strategic presence in Africa's five sub-regions- East Africa: Nairobi-Kenya, Kampala-Uganda, and Addis Ababa-Ethiopia; North Africa: Cairo-Egypt; Central Africa; Southern Africa: Harare-Zimbabwe, Lilongwe & Blantyre- Malawi, Antananarivo, Madagascar, Johannesburg & Cape Town-South Africa and West Africa: Abuja -Nigeria and Parakou & Cotonou- Benin and Yaoundé and Douala Cameroon and Lomé, Togo. Recognising the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grant-making mechanism to support unanticipated, time-sensitive, innovative, and unique initiatives that promote women's agency in democratic governance, economic, environmental and climate justice, natural resources governance and conflict transformation while protecting their personhood, integrity, and rights.

Position Overview

Reporting to the Senior Operations Officer, the incumbent shall ensure efficiency in the management of the office and provide logistical and operations support to the UAF-Africa Nairobi office.

Specific Responsibilities

- Provide logistical support for events, missions, and conferences.
- Facilitate hotel visits to assess events, staff, and stakeholders' travel.
- Assist in travel arrangements, including verifying all bookings with hotels and airlines, processing of visas, collaborating with transport companies for all ground transfers, and providing travel insurance for staff.
- Facilitate travel logistics for the Executive Director in Kenya in liaison with the Senior Operations Officer.
- Support the drafting of travel logistics notes for all travels related to the events.
- Collaborate with approved travel agents on ticketing.

- Ensure travel documents and next of kin information for travelers and participants are up to date and filed for smooth ticketing processes.
- Prepare purchase requests for approval, negotiate with suppliers, and liaise with the Procurement Committee for supplier selection.
- Facilitate logistics for the Feminist Republik Festival as scheduled.
- Assist in managing the organisation's filing system.
- Monitor follow-up actions from correspondence.
- Minute-taking during the various meetings.
- Respond to internal and external emails.
- Supervise the function of the Office Assistant and Operations Intern
- Facilitate office errands as necessary.
- Ensure maintenance of equipment and office premises in consultation with the landlord.
- Assist in managing vendor performance and adherence to contracted terms, ensuring suppliers comply with the Fund's policies.
- Supervise all aspects of office reception, including, but not limited to, answering phone calls, meeting, greeting, and settling visitors.
- Schedule and assist with preparing internal and external meetings (e.g., sending meeting invitations, booking and preparing rooms, organizing catering, minute-taking etc.).
- Dispatch all posts and packages as necessary.
- Supervise office supplies stocks (stationery, kitchen supplies, IEC materials) and flagging when new supplies need to be ordered;
- Oversee general office duties on demand: photocopying, faxing, mailing and filing (hard copy and digital).
- Undertake other tasks and activities as requested.

Qualifications

The ideal candidate shall have:

- Bachelor's degree in Business Studies, Commerce or any related field
- 2- 3 years experience in administrative and logistics processes.
- Proficiency in Excel, Word and PowerPoint.
- Excellent written and verbal skills
- Ability to interface sensitively with people from various social, economic, political, cultural and religious backgrounds.
- Passionate about UAF-Africa's mission, committed to teamwork, and achieving results and building effective teams.

Work Environment

This is a regional position that involves some travel. UAF-Africa is an equal-opportunity employer that does not discriminate in its hiring practices. To build the strongest possible workforce, UAF-Africa actively seeks a diverse applicant pool. The Fund is committed to creating an inclusive environment for all employees. **The position is based in Nairobi, Kenya.**

How to Apply

Candidates interested in applying for this role need to register on the UAF-Africa website & apply for this role using the below link:

<http://uafahrrec.peopleshr.com/>

No phone calls, please.

We thank all those who apply, but only shortlisted candidates will be contacted. To learn more about UAF-Africa and our programs, please visit our website at <http://www.uaf-africa.org/>