Join CIMMYT and make a difference!

Administrative Assistant – Kiboko Research Station (Ref. No.202365)

About our organization:
The International Maize and Wheat Improvement Center (CIMMYT) is a cutting edge, non-profit, international organization dedicated to solving tomorrow’s problems today. It is entrusted with fostering improved quantity, quality, and dependability of production systems and basic cereals such as maize, wheat, triticale, sorghum, millets, and associated crops through applied agricultural science, particularly in the Global South, through building strong partnerships. This combination enhances the livelihood trajectories and resilience of millions of resource-poor farmers, while working towards a more productive, inclusive, and resilient agrifood system within planetary boundaries.

CIMMYT is a core CGIAR Research Center, a global research partnership for a food-secure future, dedicated to reducing poverty, enhancing food and nutrition security and improving natural resources. The CIMMYT Regional office for Africa is located at the World Agroforestry Centre (ICRAF) at Gigiri, Nairobi, with country offices in Ethiopia, Senegal, and Zimbabwe.

In Kenya, CIMMYT is hosted by World Agroforestry (ICRAF), that is headquartered on United Nations Avenue, Nairobi.

We invite you to learn more about CIMMYT and World Agroforestry by accessing our web sites: www.cimmyt.org and www.worldagroforestry.org

CIMMYT is looking for a:

Administrative Assistant-Kiboko Research Station

Serving as the principal liaison between the Kiboko Research Station team and CIMMYT-Kenya administrative team in Nairobi, the Administrative Assistant will work closely with the Research Station Manager, CIMMYT scientists and research assistants to effectively implement administrative aspects of research station operations to facilitate smooth execution of CIMMYT’s activities at the Kiboko Research Station.

Summary of responsibilities

1. Human resources administration.
   - Maintain systematic filing system for personnel and HR records of casual workers engaged at the Kiboko Research Station.
   - Coordinate engagement of casual workers as per the needs of scientists and technicians operating at Kiboko Research Station.
   - Ensure compliance with relevant HR policies and procedures, including occupational health and safety guidelines.
   - Maintain daily registers of casual workers and support the payroll process for casual workers.

2. Procurement and warehouse management.
Coordinate timely procurement of goods and services as required for smooth operation of the research station, and in strict compliance with CIMMYT policies and procedures.

- Diligently manage warehouse inventory in full compliance with established procedures and best practices.
- Ensure proper recordkeeping of all inventory deposits, withdrawals, and disposals.

- Manage and account for use of petty cash fund.
- Coordinate with Finance Manager – Kenya and respective scientists / budget-holders to ensure proper accounting for usage of warehoused inventory and fuel supply.
- Support administration of all assets located at the Kiboko Research Station.
- Support the Research Station Manager to identify, prioritize, and implement ideas to improve operational efficiency and cost reduction.
- Facilitate timely processing of utility bills.

4. Event management.
- Assist in organizing meetings and training events at the Kiboko Research Station, and record the minutes of the meetings, as appropriate.

Requirements
- Bachelor’s degree in business administration or related field.
- At least 3 years’ experience in a demanding office setup.
- Experience in farm operations highly desirable.

Personal attributes and competencies
- Strong interpersonal skills and good personal organization skills.
- Strong communication skills in English, both written and spoken.
- Strong oral communication skills in Kiswahili.
- Demonstrated knowledge of principles and best practices of human resource management, warehouse and inventory management, and procurement.
- Ability to work in a multi-disciplinary and multi-cultural environment.
- Willingness to work for longer hours and weekends, when required.
- Ability to prioritize/organize work independently, meet deadlines, and work under pressure with minimum supervision.
- Capacity to take decisions, with sound judgment and problem-solving skills.
- Ability to utilize and safeguard project assets and understand institutional policies and procedures.
- Proficiency in MS Office.

Terms and conditions
- This is a Locally Recruited Staff (LRS) position and on competitive remuneration in local currency, commensurate with skills and experience.
- The appointment will be for a period of two (2) years, inclusive of a six-month probationary period, with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
- The duty station will be in Kiboko, Makueni County, Kenya.

Application process
Go to http://worldagroforestry.org/working-for/icraf/vacancies
• The application deadline is **10 November 2023**.
• CV and Cover Letter should be in PDF and Labelled with the applicants First and Second Names.
• We will acknowledge all applications but will only contact short-listed candidates.

*CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence.*