

JOB TITLE:	Administration Officer
DIVISION/DEPARTMENT:	Africa Region
LOCATION:	Nairobi, Kenya

1. OVERALL PURPOSE OF JOB

To provide effective administration support to the BirdLife Secretariat in Africa and manage the Regional Director's schedule and Office including supporting in communications, governance and follow up on strategic alliances.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Administration Coordinator
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none"> • none
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:
<ul style="list-style-type: none"> • Heads of Divisions and Units • Finance & Administration Team • Africa Fundraising Task Force • Africa Management Teams • Legal and Compliance Office, in Cambridge • Head of IT in Cambridge and Team on IT systems and network. • All the Executive Assistants across the BirdLife Secretariat
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :
BirdLife Partners in Africa and Supporting Partners
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:
Governments; Regional and International Agencies; Foundations and Institutions; Individual Donors; Non-governmental Organisations; Corporates; and other contacts of the Director Regional Director

Two (a). KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	1	Policy makers (institutional /politicians/ corporations)	1

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

BirdLife advisory groups, committees, reg. councils	2	Press & media	1	Funding organisations (institutions, foundations,	1
BirdLife Global Council	0	Regulators/ legislators/ auditors	2	Individual donors/ members	1
Suppliers/service providers	3	Scientific community	1	VIPs/ royalty/ high worth individuals	1
<p>Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing</p>					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

a) Effective Administration of the Regional Director's Office,

- Manage appointments, emails and travel for Regional Director, and act appropriately on his behalf by responding to requests, monitoring deadlines and following up on implementation of actions from minutes.
- Provide logistical support for meetings of the Regional Director (rooms, equipment, audio-visual, minutes)
- Support the effective management of the BirdLife Africa Partnership governance system and the communications with Partners, maintaining the Partnership contact data and internal distribution lists
- Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary news and information.
- Prepare briefing papers, reports, advocacy materials and presentations, and take minutes at meetings e.g., Nairobi Board Meetings, ARC, AMT, ACT & other meetings as and when required.

b) Administration support

- Ensure effective and efficient management use and maintenance of office facilities and equipment across the BirdLife Africa offices.
- Support in the management and selection of vendors, quotations for purchase of equipment, services, and manage Service Provider Contracts and database as part of the Procurement Team.
- Support the effective management of the legal and risk function, ensuring offices and staff are compliant with national laws and BirdLife procedures especially with regards to Asset Insurance and follow up on Staff Personal Risk Assessment Forms.
- Support the HR Function on recruitments – shortlisting/screening applications & interviews.
- Ensure appropriate filing of important and confidential project related documents, contracts and MoUs - both soft & hard copy documents.
- Manage and maintain the current filing and database system on the server and look for ways to improve current systems.
- Compile and circulate the SCRAMM Report – done every quarter.
- Meetings setup and coordination - coordinating communication during meetings with staff and offices in the different locations and regions, also Africa Staff mid- year & end of year Retreat Meetings.

Any other duties assigned by the line manager.

4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	None
Contracts – Staff/Consultants	None
Contracts – Service providers	None
Legal Responsibility	None
Other	None

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Relevant qualification
Job Specific Education/Qualification	Business Administration, Secretarial & Administrative skill, including minute taking, essential
Job Specific Knowledge	Diplomacy, good writing skills, good interpersonal communications, monitoring and evaluation
Experience	Proven track record in a senior secretarial, administrative role or business support role
Management & organisational skills	Proactive and pre-emptive approach Ability to work in a tidy and systematic way Organised, with the ability to keep track of a wide variety of tasks Ability to work under pressure, with minimum supervision Has the confidence to influence and work with staff at a senior
Communications skills	Excellent communication skills, ability to communicate clearly and concisely, both verbal and written Tact and diplomacy, and the ability to influence Builds positive relationships People oriented and able to interact with a wide diversity of people Flexibility when working with other colleagues

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

Analytical Skills	Excellent time management skills, well organized and the ability to prioritize a variety of tasks with good follow-through
Creativity & Initiative	Innovative, with an ability to identify, analyse and solve problems Applies sound judgement
Computer Literacy	Expertise in all office technology, including use of Microsoft packages and the Internet including: Zoom, Outlook, Word, Excel, PowerPoint, databases Confidence in the use of audio-visual equipment and the ability to support remote meetings in a technical capacity
Languages	Excellent use of English, written and verbal. Other languages are an advantage Ability to communicate with those whose first language is not English is essential
Travel requirements	Not frequent, up to two times a year
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Knowledge of Civil Society (NGOs) operations and experience in the private sector will be an added advantage	
Prepared by:	Date:
Antoinette Otieno	7 th April 2022