

## Office Administrator job description

Siaya Education Project popularly known as SEP is a not for profit organization registered in Kenya and working in Siaya County in western Kenya region. SEP stands on five pillars comprising of a set of programs targeting in school youths through provision of holistic education by developing their capacities in academia, skills and talent development, entrepreneurship, community service and mainstreaming cross cutting issues.

### Our Vision

A society in which all youths have access to the necessary skills and resources to realize their full potential

### Our Mission

To support youths in acquiring holistic education to enable them achieve their dreams and to contribute meaningfully to society

### Our Core Values

- Open mindedness
- Compassion
- Integrity
- Respect
- Transparency

### How We Work

SEP core mandate comprises of four programmatic areas comprising of Academic development; Skills and Talent development; Entrepreneurship development and Community Service. SEP directly implements these programs. The other thematic areas comprising of Sexual and Reproductive Health Rights (SRHR); Physical, Emotional and Psychological support program and Environmental management are clustered under cross cutting issues. This means that while implementing the four core programs, the cross cutting issues are equally taken into consideration because they impact on the four core programs. SEP works in collaboration with other stakeholders with expertise in these cross cutting issues through networking and collaboration.

With funding from Stichting Siaya SEP has been implementing academic development programs in Ugunja Sub County in Siaya County for the last 7 years. This comprises of mentorship activities for in school youths over the school holidays and also supporting the academically gifted students whose families are not in a position to pay school fees by giving full or partial scholarship.

With funding from Amplifychange a UK based organization, SEP is introducing Sexual and Reproductive Health Rights (SRHR) Program in Gem Sub County in Siaya County. This program is aimed at supporting

teenage mothers by providing Comprehensive Sexuality Education and counseling services at designated SEP Youth Friendly Spaces.

The Office Administrator must be a professional who oversees operations across SEP office. He/She is responsible for welcoming visitors, coordinating meetings, appointments and directing various administrative projects. H/She will be reporting to Head of Human Resource with the following roles and responsibilities:

- Coordinate office activities and operations to secure efficiency and compliance to SEP policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial, tools and equipment
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

## Requirements and skills

- Proven experience as an **office administrator**, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and office management software (ERP etc.)
- Qualifications in secretarial studies will be an advantage

## How to apply

Interested candidates should submit a two page Curriculum Vitae with a forwarding letter to: [sepkenyaa@gmail.com](mailto:sepkenyaa@gmail.com) no later than 30 November 2023. Only those who meet the set criteria will be contacted for interviews. Salaries and remunerations will be considered based on proof of ability to deliver.