



## EMPLOYMENT OPPORTUNITY

### BACKGROUND

SAPCONE - SUSTAINABLE APPROACHES FOR COMMUNITIES EMPOWERMENT is an organization whose mandate is to work with people particularly Pastoralist, Fisher-folk, Agro-pastoralist communities and refugees in Northern Kenya as the main beneficiaries of Governance and Social Accountability, Food Security and Livelihoods, Education and Child Protection, Sustainable Community Livelihoods and Peace building & conflict transformation programs. We do this through innovative, integrated, graduated, right based and community empowerment approaches. It has its programs and operations in Turkana County in Kenya and along cross border communities of South Omo Regional state in Ethiopia and Kakuma refugee camp. SAPCONE has three field offices in Kakuma, Lowarengak and Omorate in South-Omo Ethiopia.

SAPCONE is seeking a dynamic and suitable qualified person for the position listed below.

<b>Reference</b>	<b>SAP/ HR/ADMIN/005/2024</b>	
<b>Job Title</b>	HR/Administrative Assistant	
<b>Reports to</b>	HR/Admin Officer	
<b>Direct Reports</b>	Cleaner, Cook, Janitors, Security Guards	
<b>Duty Station</b>	Kakuma	
<b># of positions</b>	1	
<b>Job Purpose</b>	The HR/Administrative Assistant is responsible for providing comprehensive administrative support to all HR and administrative functions within SAPCONE. This role ensures the efficient day-to-day operations of the office, supporting human resources processes, office management, and administrative tasks. The assistant will contribute to maintaining a positive and productive work environment by facilitating smooth office operations and assisting with HR-related tasks such as employee records, recruitment support, and compliance with HR policies and procedures.	
<b>Duties &amp; Responsibilities</b>		
<b>Duties and Responsibilities</b>	<b>Weight (%)</b>	<b>Specific responsibilities</b>
<b>1. Front office and Reception management</b>	50%	<ul style="list-style-type: none"> <li>• Receive and sort incoming emails and correspondences, ensuring they are properly filed and promptly directed to the appropriate recipients for action with delivery book.</li> <li>• Assist management in booking secure and appropriate venues that are budget-friendly, and conducive to the activities.</li> </ul>

<p><b>2. HR and Administration</b></p>	<p>40%</p>	<ul style="list-style-type: none"> <li>• Organize travel arrangements for staff and visitors by ensuring timely bookings through efficient planning and ticketing.</li> <li>• Ensure staff are equipped with necessary tools, equipment, working spaces, and stationery to carry out their tasks effectively.</li> <li>• Assist visitors at the front desk, providing a welcoming and professional experience.</li> <li>• Monitor and manage office stationery, supplies, equipment and tools ensuring timely reordering to avoid shortages.</li> <li>• Oversee the smooth operation of office equipment, coordinating necessary maintenance and repairs for devices, power outlets, cables, etc.</li> <li>• Maintain a clean, organized, and conducive office environment at all times</li> <li>• Ensure timely provision of office refreshments, including tea, soda, juice, food, and water, as needed.</li> <li>• Supervise office cleaners, janitors, and cooks to ensure services are delivered efficiently and in line with the organization's standards.</li> <li>• Ensure all power sockets, switches, and office lights are turned off after working hours, except for security lights.</li> </ul> <ul style="list-style-type: none"> <li>• Strictly adhere to HR policies, including SAPCONE's Code of Conduct (CoC), Privacy and Confidentiality Policy, Communication Policy, Protection from Sexual Exploitation and Abuse (PSEA), and Child Safeguarding Policies.</li> <li>• Updating HR databases (e.g. new hires, separations, vacation and sick leaves)</li> <li>• Support field office staff in management of Wingu box platform.</li> <li>• Assisting in payroll preparation by providing relevant data, like absences, bonus and leaves</li> <li>• Provide orientations for new employees by sharing onboarding packages and explaining company policies</li> <li>• Maintain confidentiality of all office records and employee files, ensuring sensitive information is safeguarded.</li> <li>• Organize and maintain an effective filing system for HR and administrative functions to ensure easy access and security.</li> <li>• Safeguard the security and integrity of all HR and administrative office files, ensuring they are stored and handled properly.</li> </ul>
<p><b>3. Others</b></p>	<p>10%</p>	<ul style="list-style-type: none"> <li>• Support in providing moral and psycho-social support to staff experiencing external issues affecting performance at work</li> <li>• Perform any other duties as assigned by the Human Resource Officer to support the efficient functioning of the HR and Administration department.</li> </ul>
<p><b>Relationships</b></p> <ul style="list-style-type: none"> <li>• Finance and Administration Manager: Overall leadership</li> </ul>		

- Human Resource and administration Officer (Supervisor): Consultation, coordination, joint planning, support in staff development and business processes
- Other relationships: Finance Officer and Project Officers; administrative support

### **Core Capabilities/ Competencies**

- A high level of administrative planning, and human resource skills
- Good oral, written, communication skills and interpersonal skills
- Pursues thoroughness and keen to detail
- Treat others with honour and respect
- Builds and maintains relationships

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

- Diploma in Business Administration, Human Resource Management, or a related field.
- Minimum of one to two years' experience in office administration, with proven capability in managing daily administrative tasks.
- Strong understanding of support service systems, including planning, reporting, staff training, and basic IT skills.
- Excellent written and verbal communication skills.
- Proficiency in both English and Kiswahili, with local language skills highly desirable.

### **Working Environment/ Conditions:**

- Work environment: 90% Office-based
- Travel : 10% Domestic travel is required
- **On call:** All times in case of emergency response.

### **How to Apply**

If you believe you have the above qualifications, skills, experience and desire to join SAPCONE in the mentioned capacity, please apply by sending a detailed **Curriculum Vitae, and cover letter** to [hr@turkanapeople.org](mailto:hr@turkanapeople.org); clearly indicating the position and the position reference number “**SAP/HR/ADMIN/005/2024**” on the subject title. Emails without a subject title will be disregarded. Hand-delivered applications should be addressed to the Human Resource Officer-SAPCONE, P.O. Box 125 -30500 Lodwar and delivered to SAPCONE **KAKUMA office**. The Deadline for the applications is at **5.00 pm (1700hrs), 30<sup>th</sup> October 2024**. Only shortlisted candidates will be contacted.

SAPCONE is an equal-opportunity employer. Female and PWDs candidates are encouraged to apply.

### **Disclaimer:**

SAPCONE does not charge any kind of fee at whichever stage of the recruitment process, nor request for medical examination or records and does not act through recruitment agents whatsoever.