



Carnivores, Livelihoods and Landscapes

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Application Details

Title: **Administrative Assistant**

Location: Action for Cheetahs in Kenya - The duties for this position do not involve regular fieldwork and the successful candidate will be based in Nairobi although occasional field visits may be requested when working with the field team in event coordination.

Status: Full-time position ranging from 40 – 45 hours per week (three-month probation after which full time position will be considered)

Supervisor: Mary Wykstra, Executive Director

Application deadline: 10 March 2024

Important: All applicants must submit a 1 page cover letter, a CV/Resume, and **three** professional references (not relatives) to info@actionforcheetahs.org (**Please use Subject when submitting your application:** Administrative Assistant Application – (your name))

Shortlisted candidates: Will be contacted before 20 March to schedule an interview

About Carnivores, Livelihoods and Landscapes:

CaLL is an independent, non-profit predator focused conservation organization registered in 2009. Our mission is to link Kenya carnivore programmes under an integrated organization through which conservation efforts can be strengthened to assure carnivore survival, particularly in human influenced ecosystems. **Action for Cheetahs in Kenya (ACK)** is a project within **CaLL** which *promotes the conservation of cheetahs in Kenya through research, awareness and community participation*. **ACK** began in 2001 as a community-based research project. We work with partners at national and international levels to implement broad-scale projects to address threats, secure important habitats, monitor cheetah populations, and to create awareness and knowledge about cheetahs and their ecosystems. Field operations include monitoring and community development in the Meibae Community Conservancy (Samburu County) and implementation of a National Cheetah Survey. For more detailed information visit www.actionforcheetahs.org.

Job description

CaLL/ACK is seeking applicants for an **Administrative Assistant**. We are looking for a professional who is committed to wildlife conservation to grow our programme. This full-time position requires a highly organized and self-motivated individual capable of performing a range of duties related to daily and longer-term objectives of a wildlife conservation NGO. As such, job duties are flexible and may be adjusted as this new role develops. Given the dynamic nature of the organisation where new projects and collaborations can occur at any time, a variety of skill sets are required. The ability to effectively multi-task is a necessity. Good written and verbal skills in English and Kiswahili are also required for communication with staff, donors and grant writing. Strong Communication and organizational skills will be needed to work with teams in the field and colleagues in partner projects. There may be some travel to attend meetings, workshops outside of Nairobi, and possibly to oversee some field-based projects.

Key responsibilities

- Assist with payroll, company registration and adherence to company protocols for compliance to Kenya non-profit administration;
- Systemize online and physical document storage;
- Manage procurement of resources for field-based project resources;

ACK aims to promote the conservation of cheetahs in Kenya through research, awareness and community participation. ACK works closely with local wildlife authorities and land holders to develop policies and programmes which support wildlife conservation and human livelihoods for the long term development of sustainable human and wildlife zones.

ACK is a not-for-profit project working in affiliation with:





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- Submit internal weekly, monthly and quarterly reports per established protocols;
- Manage meeting schedules, agendas and minutes, and assist department heads to maintain work schedules of staff, volunteers and students and assure accurate and consistent reporting is submitted;
- Create and tailor make templates for various policies and requests received frequently by the organization for Standard Operating Procedures, email and other correspondence;
- Assist in organizing logistics, such as travel arrangements, visa applications, research permits, vehicle records, and related documents, and bookings for training or travel for staff (e.g. workshops - both local and international).
- Assist in arranging partner events, including associated administration (e.g. creating posters and invitations, sending invitations and follow ups);
- Represent ACK at designated meetings and functions;
- Produce updates for quarterly and annual door reports, newsletters and web-site;
- Assist with social media management, newsletter management, and content and design for fundraising materials.
- Provide technical support and editing for grant proposals;
- Develop and manage internal grant-tracking system to ensure all funding application and donor reporting deadlines are met.
- Assist with nominal correspondence with partners and donors

**Please note that this is a summarised version of a more detailed job description to be shared with successful candidates.*

Necessary Qualifications

- BSc. in Business Administration, Communications, Human Resource Management or equivalent course, or 2-5 years of relevant experience;
- Strong written and verbal communication in English and Kiswahili ;
- Excellent report writing and presentation skills;
- Good public relations and communication skills;
- Excellent computer skills in various computer packages (Word, Excel Power Point, social media and graphics programmes);
- Good organizational and analytical skills and the ability to make efficient decisions under pressure;
- Ability to follow directions and to meet deadlines;
- Positive attitude towards playing a supporting role to several people;
- Proven ability to work well as part of a diverse team;
- Highly adaptable and flexible working style with an ability to effectively prioritise tasks;
- Comfortable living and working in remote areas for short periods.

Desirable Skills and Experience

- Financial management skills.
- Logistics and operational skills.
- Some understanding of local wildlife/conservation issues;
- Experience camping in remote areas with basic living conditions;
- Proven ability to work well as part of a diverse team;
- Able to adapt to changes and prioritize tasks;
- Ability to work with little supervision
- Valid driving license and at least three years of driving experience.