



VACANCY ANNOUNCEMENT

Position: Admin & Finance Coordinator

Location: Garissa

Type: Full-Term

Deadline: 31st March, 2024

Background

Women Health and Education for Development (WOHED) is a Kenyan local non-profit organisation dedicated to providing locally driven comprehensive community-informed solutions across different sectors using evidence-based programming, continued innovative approaches, and strengthened partnerships. We have demonstrated expertise in cross-border programming, delivering to marginalized and unreached population and key populations with all sectoral social services intervention. WOHED is committed to achieving value for money for all our project to the agreed partnership standards with our donors and partners, as well as ensuring all interventions are achieving impactful societal change to communities in development and humanitarian setting across Kenya and the rest of Africa.

About the Position

WOHED is seeking a skilled and motivated Coordinator to join our growing operation and programme team. The successful candidate will contribute to the effectiveness of the programme implementation through operational support and ensure all actions are within WOHED standards operating procedures, manuals and guiding documents.

Core Responsibilities

Budget:

- Reviewing, analyzing, and supporting in the finalization of cost estimates and budget proposals by coordinating related staffs.
- Making appropriate recommendations with respect to the finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Validating requisitions for goods and services to ensure; (i) correct objects of expenditure have been charged, and (ii) availability of funds (iii) proposed obligations and expenditure are in accordance with approved budgets and established regulations.

Finance & Accounting:

- Monitoring integrity of various financial databases, verifying accuracy of input data, ensuring consistency of data, investigating erroneous charges, and taking appropriate corrective accounting actions.



- Conducting periodic reconciliation of accounts and spot checks for detective controls purposes.
- Recording direct disbursement and miscellaneous documents.
- Extracting details of income, expenditure, assets, and liability from accounting system to analyze, verify accuracy and validity as well as consolidating data into financial statements.
- Submitting accurate, credible, and authentic financial reports to the donors.
- Processing and monitoring payments to vendors and individual contractors for services in the financial institutions system.
- Validating all the Payment Vouchers for full documentation, accuracy, and compliance before payments.
- Collecting and analyzing data to identify trends or patterns and provide insights through graphs, charts, tables, and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting as well as for information sharing, responding to queries and knowledge management.
- Identifying and annotating bank account movements.
- Periodically review suitability of the organization's Internal Controls to ensure adequate safeguard on all organizational assets and updating Institutional Improvement Plans (IIPs).
- Ensuring compliance by the Organization with all applicable statutory obligations, contractual terms and conditions related to donors or any other relevant parties.
- Ensuring consistency in the application of the organization financial controls, rules, and procedures.

Administration:

- Keeping up to date Files and archives for all documents/reports/guidelines that have a bearing on matters related to all programs.
- Finalizing routine correspondence to respond to enquiries in respect to relevant administrative (procurement, logistics-travel), financial audit/review and personnel matters.

Procurement & Logistics-Travels

- Reviewing purchasing requests to ensure that (i) they remain within authorized levels (ii) proposed obligations and expenditure are in accordance with approved budgets and established regulations.
- Validating procurement activities/processes before subsequent approval by the authorized official.
- Finalization of cost estimates and budget proposals, in terms of travel and non-staff (procurement) requirements.
- Making payment relating to vendors/individual contractors, Daily subsistence allowances (DSAs) and other travel issues.
- Ensuring consistency in the application of Procurement/Logistics-Travel rules and procedures.

Human Resources Management



- Inducting, guiding, training, and supervising the work of all staff in the area of responsibility.
- Processing all WOHED permissions for staffs, contractual and work.
- Validating, Initiating, Processing and Following-up on actions related to human resource activities, e.g., recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members and payroll management.
- Responding to enquiries and provides information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements.
- Overseeing vacancy announcement and keeps track of status of vacancy announcements.
- Finalization of cost estimates and budget proposals, in terms of staff requirements
- Ensuring consistency in the application of HR rules and procedures.

Other Duties

- Performs other related duties, as assigned

Required Skills and Experience

- Bachelor's degree or equivalent in business administration, procurement, or a related field is required.
- Supplementary training in supply chain management (procurement, logistics), administration, or related area is desirable.
- A minimum of two (2) years of progressively responsible experience in administrative services, project/grant management, procurement, logistics or related area including at least two (2) years' experience in a local organization.
- Experience in using Microsoft Excel, Enterprise Resource Planning (ERP) systems and other relevant tools.
- English and Kiswahili are the working languages. For the post advertised, fluency and knowledge in oral and written English is required.

Additional Information

- Evaluation of qualified candidates for this position may include a substantive assessment exercise, such as a written test, which will be followed by a competency-based interview.
- Appointment against this post is on a local basis and is open for an initial period of one (1) year. Extension of the appointment is subject to extension of the mandate and funding availability. WOHED is committed to achieving 2/3 gender balance in its staff.
- Female candidates are strongly encouraged to apply for this position. This information is the basis to assess your eligibility and suitability for the position and to contact you. Candidates will not be considered for employment with WOHED if they have been involved in the commission



of any crime acts. WOHED is a non-smoking environment. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications.

- WOHED is an Equal Opportunity Employer and considers all applicants based on merit.
- WOHED DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). WOHED DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

How to apply

- Interested candidates are invited to submit the above and other documentations by clicking the apply button in this vacancy announcement and fill the Microsoft Form Link Interested candidates are invited to submit their CV and a sample portfolio of work via the following link: <https://forms.gle/x> by 31st March 2024 at 5:00 PM EAT.

We regret that only shortlisted candidates will be contacted for the next stages of this recruitments.