

WE ARE HIRING



ADMINISTRATION OFFICER

REFERENCE: AO/ AUGUST/ 2024



Windle
International
Kenya
Education Transforms Society

Location: Dadaab Refugee Camp

Type of Employment: Full time, 4 months contract with possibility of extension.

Closing Date: Friday, 13th September 2024

Reporting to the *Program Manager*, the Administration officer will be responsible for providing day-to-day supervision for administration-related activities and ensuring that the requirements of internal and external customers are met adequately at all times.

Qualifications

- A degree in Administration Management or relevant qualification
- Experience handling office operations
- Proven performance as an office administrator with outstanding results § Knowledge of applicable laws, codes, and regulations.
- Able and willing to live, work, and travel in a fast-paced and insecure environment, adhering to strict security guidelines
- Proficiency in the MS Office Suite (Word, Excel, PowerPoint, Outlook) and with accounting software
- A minimum of three (3) years experience supervising and directing individuals and small teams § Planning and Organizing
- Fluency in written and Oral English is required

If you wish to apply for this position, please submit your application through this email address applications@windle.org.

Windle International Kenya's selection processes reflect our commitment to a diverse and inclusive environment. We work in schools and are committed to safeguard children from abuse.

Only shortlisted candidates will be contacted for an interview.

About Us

- Windle International Kenya (WIK) is an International Non-Governmental Organization delivering Equitable and Inclusive Quality Education and Training programs for refugees and communities affected by conflict and marginalization in Kenya.
- We are working with refugee and host communities in Dadaab, Fafi, Wajir South, Turkana West, Dadaab Refugee Camp, Kakuma Refugee Camp, Kalobeyei Integrated Settlement and Urban Refugees.

SCAN QR CODE TO SEE FULL JOB DESCRIPTION AND QUALIFICATIONS.

