



JOB PROFILE

ADMINISTRATOR

Place in the organisation

- The Administrator works in the Operations Department
- The Administrator reports to the Head of Operations
- The Receptionist & Administration Assistant and Support staff report to the Administrator

Purpose of the position

To ensure support and logistic functions of the TNRF office well run, effectively organised, and to have a reliable efficient (human resource) administration.

Outputs

- A functional human resource administration system
- Accurate human resource administration
- Well functioning support staff
- Efficient office administration

Core responsibilities

- To supervise Receptionist & Administration Assistant as well as support staff, oversee work schedules and ensure harmonious relations in the team as well as high performance levels.
- To develop, implement and maintain functional human resources administration systems, processes and procedures.
- To maintain up to date administration of human resources (e.g. leave, sickness, overtime, time sheets etc) of TNRF in accordance with the TNRF Human Resource Policy.
- Contract development and management for Staff, Donors, Service Providers and consultants
- To process letters, reports, memos, agendas and presentations
- To take charge of procurements and payments as delegated by the department
- To provide administrative support to the other department as well as to projects
- To ensure TNRF Secretariat administration systems are functioning according to established procedures including but not limited to:
 - Offices record keeping according to a transparent filing system
 - Offices premises cleanliness and order
 - Office supplies are done timely and according to procedure
 - Office equipment and other assets, including capital assets are well maintained and function efficiently
 - Office communication systems are functioning efficiently
- To carry out financial transactions of and use of assets in accordance with TNRF's policies and procedures;
- To handle and maintain petty cash
- Any other delegation of additional responsibilities by EMT

Requirements

Qualifications, experience

- A university degree or an advanced diploma in administration, human resources management or any other relevant field
- At least 4 years experience in office management
- Computer literacy in MS-Word, Excel and Power Point
- Fluent in English and Kiswahili

Behaviour competencies

I. Core Competencies

Communication	Communicating orally in a clear manner and adjusting one's use of language to the receiver's level. Showing one absorbs and understands important (non) verbal information and asking further questions when necessary.
Integrity	Maintaining high ethical standards both personally and professionally: being incorruptible.
Working with others	Taking responsibility to build and maintain positive relationships and valuing the opinion of others.
Flexibility	Adaptable; receptive to new idea. Willing and able to adapt/change one's behaviour and/or views to changing circumstances in order to attain a set goal
Self-development	Having insight in one's identity, values, strengths and weaknesses, interests and ambitions and taking action in order to enhance one's competences where and when possible.

II. Job related Competencies

Managing

Managing and taking charge of employees in order to enhance their performance; defining targets and providing appropriate means; controlling progress, correcting employees.

Planning and organising

Setting goals and priorities, indicating the required actions, time and resources to achieve those goals.

Service orientation (see also core competency 'working with others')

Finding out what (internal) customer (department) expects and needs and acting accordingly, taking the organisation's costs and benefits into account.

Written Communication

Expressing ideas and opinions by way of appropriately structured documents in clear, grammatical correct writing, employing language and terminology tailored to the reader.

Work systematically

Structuring one's work in an orderly and transparent manner; carrying it out with an eye for detail and accuracy.

Initiative

Recognising opportunities and acting on them. Pro-active, self-starting rather than passively accepting; actively influences events.