

# Candidate Brief

**Administrative Assistant**  
**CABI Kenya Africa**

March 2018

## CABI BACKGROUND

CABI is an international not-for-profit organization that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment. CABI is an intergovernmental organization that can trace its origins back to 1910. Our 48 member countries guide and influence our core areas of work, which include International Development and Publishing.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK, the USA and Zambia.

### **CABI's Knowledge Business**

CABI produces key scientific publications, including CAB Abstracts – the world-leading abstracting and indexing database covering applied life sciences. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. CABI invests its publishing surpluses directly into development projects, helping to improve livelihoods worldwide.

### **International Development projects and research**

Through knowledge sharing and science, CABI helps address issues of global concern such as improving global food security and safeguarding the environment. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting biodiversity from invasive species, and improving access to agricultural and environmental scientific knowledge.

For more information go to [www.cabi.org](http://www.cabi.org) and [www.plantwise.org](http://www.plantwise.org)

## THE ROLE

<b>Job title:</b>	Administrative Assistant
<b>Salary range:</b>	We offer a competitive package in the not-for-profit development sector
<b>Grade:</b>	2
<b>Reporting to:</b>	Administration and Facilities Manager
<b>Direct reports:</b>	None
<b>Key peer group:</b>	Finance, Administration and HR team
<b>Location:</b>	Nairobi, Kenya

### **Purpose of the role:**

The incumbent will carry out a wide variety of administrative tasks in supporting CABI in Africa.

### **Key accountabilities:**

- Support in planning, organizing and documentation of staff and departmental meetings. Efficient planning and organization of meetings, workshops and conferences.
- Ensure effective front office management to maintain a positive and efficient image of the organization.
- Plan for all travel requirements for staff in the region and visitors as required, and maintain staff travel calendar
- Act as a secretary to the procurement team
- Ensure tagging and safe keeping of assets listing and maintenance of an updated asset log. Responsible for health and safety standards maintenance.
- Support the production and effective distribution of CABI Africa Centre reports, newsletters, publicity materials and relevant publications.
- Support the processing and maintenance of protocol documentation ( VAT exemptions, visa renewals and passport renewals)
- Manage the corporate email account
- Report on activities carried out by CABI in Africa
- Ensure professional image of CABI in the Region
- Adhere to CABI policies and procedures at the Centre, including HR procedures, health and safety requirements, financial and project management procedures, and IPR procedures

## CANDIDATE PROFILE

We are seeking a dynamic individual with an excellent background as a generalist in administration and office management, and outstanding and proven administration abilities

### Knowledge & Skills

- Strong management and administration skills
- Excellent interpersonal skills with ability to develop and maintain constructive and cooperative working relationships with others and maintain positive attitude
- Strong communication skills
- Excellent planning, organizational and time management skills
- Fluency in spoken and written English

### Education & Qualifications

- Undergraduate degree in Administrative Studies or related discipline
- Diploma in Purchasing and Supplies will be considered an added advantage

### Experience

- Relevant practical experience minimum of 3 years in a similar role
- Good working knowledge of standard internet applications and ability to learn and keep up to date with advancing information technologies
- Experience gained in an international and Inter-governmental organisation

### Personal Characteristics

- A team player with good interpersonal and communication skills; Self-motivated
- Strong negotiation and networking skills; Excellent presentation and writing skills
- Flexible and creative in planning and problem solving
- Robust with the operational grip and capacity to handle a demanding workload; Good personal organizational skills
- Able to work independently and remain focused.

#### NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.



## EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

## HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 09/2018 to [recruitment@cabi.org](mailto:recruitment@cabi.org) Please state where you saw this advertisement.

**Please note closing date for receipt of applications is 31<sup>st</sup> March 2018**