

JOB ADVERT/VACANCY at FES Kenya

Programme Assistant (Admin support for “Just Cities and Politics” Department)

About FES

Friedrich-Ebert-Stiftung (FES) is a non-profit German foundation funded by the Parliament of the Federal Republic of Germany and headquartered in Bonn and Berlin. FES promotes the values of Social Democracy, together with partners around the world. Central to its work are the promotion of democracy and social justice, economic and social development, strong, free and member-driven trade unions, and the advocacy of human rights and gender justice. On the African continent, FES has been working for social justice, democracy, peace and international solidarity through its vast network of more than 20 country and project offices. It has encouraged and nurtured political exchange between Africa, Germany and Europe for many years, acting as a partner to political parties, parliaments, trade unions, media, civil society groups and the interested public.

FES has been active in Kenya since 1964 and has collaborated with a wide array of partners from universities, civil society organizations, trade unions, government departments, local communities, and political parties who share and support the values and ideas of Social Democracy. Its cooperation with Kenyan partners continues to be based on the values of Social Democracy. With partners in Kenya, FES works on different national, but also global and regional issues.

Type of Job and Expected Starting Date

The Programme Assistant’s role is a full-time position at the [FES Kenya Office](#) in Nairobi and the successful candidate will be expected to report on 15th of January, 2024.

Duties and responsibilities

- Assistance to Programme Coordinators and Country Director in preparation and implementation of activities, including workshops, conferences, and publications.
- The task involves i.e. doing the necessary correspondence, handling logistics including hotel and travel arrangements, procurement of workshop and office material, and preparing contracts on instruction. Liaising and supporting participants of various FES events to prepare and participate effectively in FES related activities.
- Administration and accounting of funds related to workshop and conference activities which includes collecting and checking of accounting documents and liaising with the accounts office of FES Kenya.
- Maintaining project archives, filing and contact database, maintaining an up-to-date filing system of all Accounts and Administrative project (files) documents.

- Experience in handling cash & Bank payments and able to prepare monthly computerized accounts.
- Carry out mailing, distributions of printed material and related correspondence.
- Supporting the entire team with general administrative, financial aspects, procurement of goods, services, e.g. withholding TAX /other KRA related taxes, VAT reimbursement and invoicing/billing of various service providers.
- General office duties as requested by the Resident Representative and project officers.

Qualifications required

- Applicants must possess at least a Diploma or Bachelor's degree in Project Management; Sociology; Development Studies; Political Science; Public Policy; Urban Planning or equivalent.
- At least three years of professional experience in the field of project administration and management, logistics and event management.
- At least two years of professional experience in the field of accounting and finance administration.
- Applicants must be fluent in English as well as in Swahili, both oral and written. French would be an advantage.
- Social Media management skills would be an advantage.

Other skills required

- Collaborative approach to working with others.
- Ability to work independently and responsibly.
- Strong written and verbal communication skills.
- Strong Project management skills.
- Excellent problem-solving skills.

How to Apply

Applications should consist of a motivation letter, a comprehensive CV and at least two references. FES is an equal opportunity employer - all applications will be considered on merit alone. FES Kenya welcomes applications **until 4th Dec 2023** by sending above mentioned and supporting documents to programmes@fes-kenya.org. Only successful candidates will be contacted.