

POSITION TITLE
REPORTS TO
LOCATION
TIME

Administrative Lead
East Africa Regional Director
Hurlingham Park, Unit A5, Nairobi
Two-year contract, renewable, with 3 month probation period

OVERVIEW

IDinsight is an international development consulting organization that helps policymakers and managers make socially impactful decisions using rigorous evidence. We carefully tailor a wide range of analytical and quantitative tools to enable our clients to design better policies, rigorously test those ideas, and take informed action at scale to improve lives. Our services include experimental evaluation methodologies – including, but not limited to, randomized controlled trials – tailored to the priorities of international development decision-makers; monitoring and performance management systems to facilitate continuous data-driven improvement; policy design consulting and scale-up support. Our advisory teams are closely integrated into client organizations, and we strive to provide comprehensive support for clients who want to maximize their social impact through evidence-based policymaking. IDinsight’s vision is to improve millions of lives by transforming how the social sector innovates, learns and improves.

The Administrative Lead will assist the East Africa Regional Director (EARD) and other staff with a variety of administrative tasks to facilitate IDinsight Kenya’s operations.

RESPONSIBILITIES

The Administrative Lead’s responsibilities include, but will not be limited to:

- Develop and implement Kenya-wide systems and policies
- Coordinate recruitment efforts for Kenya office
- Assist the EARD in managing the global Human Resource functions, including maintaining an up-to-date database with employee forms, liaising with new staff and departing staff to ensure timely distribution and collection of forms, drafting employment agreements and other documents, and managing the local health insurance plan
- Lead the process to obtain visas and work permits for new staff in Kenya and renewals for existing staff
- Coordinate on-boarding for new Kenya-office staff
- Streamline processes to improve Kenyan operations (e.g. technology inventory system, database for lodges, writing emergency procedures)
- Manage relationship with office complex and ensure that the office is a comfortable, convenient place for staff to work
- Procure supplies for the office as needed
- Supervise Kenya office caretaker
- Provide support in logistics & travel arrangements to be made as per requirements
- Provide support in organizing global conference calls, meetings, workshops and other events
- Any other work as may be assigned by the EARD from time to time, which may include working with the finance team, Global Ops team, or others

REQUIREMENTS

IDEAL QUALIFICATIONS AND SKILLS

- University degree
- 2-3 years of work experience in a similar capacity
- Strong understanding of operations that IDinsight requires and vision for the role
- Demonstrated problem solving skills

- Excellent organizing and coordination skills
- Proven ability to lead and motivate other staff in a dynamic, multicultural environment
- Strong communication skills (ability to be clear yet tactful)
- Ability to navigate people and policy decisions with nuance and discretion
- Strong sense of ownership and ability to independently conceptualize and lead initiatives
- Familiarity with MS Office, Google Docs, and other systems
- Sense of humour

COMPENSATION

Dependent on experience

START DATE

As soon as possible but flexible for the best candidate

TO APPLY

Please apply via the online application form (idinsight.org/careers) (CV will be required). Applications will be reviewed on a rolling basis. Please direct any questions to careers@IDinsight.org.

Only short-listed candidates will be contacted. IDinsight is an equal opportunity employer.