



AFRICAN INSTITUTE FOR HEALTH & DEVELOPMENT

"Working with communities for better lives through evidence-based programming"

Terms of Reference for an Administration Officer

- **Job Type** Full Time
- **Qualification** Diploma/Bachelor of Arts
- **Experience** 2-3 years
- **Location** Nairobi
- **Department** Administration/Human Resource and Management

Position: Administration Officer

Background: The African Institute for Health and Development (AIHD) is a non-profit, Non-Governmental Organization (NGO) established in June 2004 in Nairobi, Kenya by a group of accomplished African researchers and academicians. The Institute mainly focuses on implementing evidence-based programmes and conducting research, training and advocacy on health and development issues that are contextually relevant to Kenya and the African continent. While implementing its programmes, AIHD works in partnership with the National and County Governments in Kenya, and in collaboration with local, national, regional, and international partners. The Institute is involved in policy formulation on key development issues such as poverty alleviation, gender mainstreaming, health promotion, Non-Communicable Diseases (NCDs), Neglected Tropical Diseases (NTDs), social protection, among others. Over the years, the AIHD has acquired experience and expertise to improve well-being of individuals, communities, the nation, and region at large. To this end, the Institute has implemented programmes in several African countries including but not limited to, Kenya, Ghana, Uganda, Ethiopia, Tanzania, and Zambia.

Job summary: The AIHD is seeking to recruit an Administration/HR Officer to support the Administration/Human Resources Department. The administration/HR Officer will support the day-to-day activities of our Human Resources Department. The HR & Admin Officer will act as the point of contact for all employees, providing administrative support and manage queries. S/he will process employee data, update company policies, and assist in the hiring process. Ultimately, s/he should be able to ensure our administrative activities run smoothly on a daily and long-term basis.

Responsibilities

- Receiving and processing communication, including emails and telephone calls on behalf of the Institute.
- Ensure functionality of necessary office equipment and requisitioning new equipment and supplies as needed.
- Maintaining physical and digital personnel records like employment contracts.
- Update internal databases with new hire information.
- Gather payroll data like bank accounts and working days for temporary staff, interns, and consultants.
- Manage leave days and sick off using the recommended HR systems.
- Schedule job interviews and contact candidates as needed.
- Prepare reports and presentations on HR-related metrics like total number of hires by department.
- Creating reports and memos as needed by the management and program team.
- Undertaking all logistical travel plans for project teams.
- Making hotel reservations, airport transfers, security clearances; informing all relevant parties and project team travel plans in accordance with standard operating procedures.
- Performing any other assigned duties related to project implementation and administrative tasks as needed.

Qualifications

- Must be a Holder of a Diploma or higher in Administration/Human Resource or related field from a recognized institution.
- Work experience as an HR& Admin Officer, HR Administrative Assistant, or similar role.
- Familiarity with Human Resources Information Systems (HRIS).
- Basic knowledge of labor legislation.
- High attention to detail and strong organizational skills, planning, and time-management skills.
- Ability to manage multiple tasks against tight deadlines.
- Must be proficient in use of Microsoft Office suite of products, with advanced skills in Excel.
- Requires excellent communication skills, both written and oral.
- Must demonstrate ability to successfully establish effective interpersonal relationships with a variety of management and staff and work independently toward project deliverables.
- Experience in liaising with government agencies and or donors is an asset.
- The ability to keep sensitive information confidential.

How to Apply: Interested and qualified candidates are invited to submit their application letter and a detailed curriculum vitae with addresses of three referees via email to info@aihdint.org and a copy to dkinagu@aihdint.org not later than **22nd April, 2024 by 1700hrs**. Only shortlisted candidates will be contacted.

AIHD provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to gender, ethnic group, marital status, disability status, political and religion ideology.