

## **UPENDO ORPHANS SUPPORT PROJECT**

### **JOB DESCRIPTION FOR ASSISTANT ADMINISTRATOR**

**Place of work: Upendo Orphans' Support Project Office in Kilifi Town.**

#### **Introduction**

Upendo is a dynamic, growing CBO currently helping 62 orphaned children access food, education and healthcare in Kilifi Town, Kenya. We are seeking an Assistant Administrator to help with the daily administration tasks of running the Project. This is an exciting opportunity for you to contribute your skills to the growth and development of a vibrant organization that takes care of Kilifi's most vulnerable children.

#### **About Upendo**

Upendo Orphans Support Project was founded in 2002 and works in Kilifi, one of the poorest counties in Kenya, which has one of the highest rates of illiteracy and unemployment. Orphans are particularly vulnerable in this environment. The Upendo Methodist Women's Group, who are the grassroots founder members, know the local population well and work closely with the orphans' guardians, thus providing a real strength to the project. The children are provided with three meals a day, educated at Upendo Nursery and Primary schools and supported through secondary school or a practical course, according to ability.

Upendo's main objective is to assist orphaned children to access education and health and to grow up as independent and confident young people with the skills to take up meaningful employment or enterprise. The Project is managed by a Project Director under the supervision of an active Board of Management and with the assistance of a consultant accountant and several support staff. Upendo works with overseas partners to raise funds for its activities.

## **Objective**

The Assistant Administrator will support the Project Director by undertaking the following duties:

- (i) Coordinating and managing project programs and office correspondence as directed by the Project Director.
- (ii) Ensuring that monthly, quarterly and annual reports of income and expenditure, budgets, and other financial reports are prepared and presented to donors.
- (iii) Keeping proper records of the organization
- (iv) Preparing payment documents for approval by the Project Director.
- (v) Maintaining of both manual and electronic books of accounts including data entry into Excel and Quick Books to facilitate production of monthly finance reports.
- (vi) Conducting home and school visits as directed by the Project Director
- (vii) Communication with donors
  - Prepare regular reports for sponsors on each child's school and general progress.
  - Prepare annual reports (newsletters, end of year mail etc) to sponsors and supporters.
- (viii) Databases and file management

## **Qualifications**

The Assistant Administrator will play a critical role in realizing Upendo's overall goals.

Essential skills include the following:

- a) A Bachelors Degree in social sciences, Business Administration or any other relevant field from a recognized University.
- b) Basic accounting skills
- c) Good understanding of accounting principles, with the ability to confidently interpret financial data and use it to manage day to day activities and inform decision making in the short, medium and long term.
- d) Proficiency in QuickBooks accounting system will be an added advantage.
- e) Strong IT skills.

- f) A passion for Universal Child Rights.
- g) Leadership qualities.
- h) A well developed sense of responsibility and ability to work independently.
- i) High degree of flexibility.
- j) Excellent interpersonal skills and ability to work well in a team.
- k) Excellent written and verbal communication skills.

### **Applications**

Applications, including a covering letter and a curriculum vitae, should be emailed to **uorspk@gmail.com**. The closing date for applications is **3<sup>rd</sup> March, 2017**. Only shortlisted candidates will be contacted.