



CARE International in Kenya Job Description

Job Title	Asset Management Assistant (Temporary)
Department/Project	Administration and Logistics
Supervisor	Administration and Logistics Coordinator

CARE is an international NGO with local staff and community partners in 100 countries. We create local solutions to poverty and inequality and we seek dignity for everyone every day and during times of crisis. These solutions have a broad range, from disaster response to food and nutrition to education and work for women and girls to healthy mothers and children. CARE puts women and girls at the center of everything we do because when they have equal access to resources, they lift their families and communities out of poverty. Our staff live where they work, which makes us effective at understanding the challenges they face. We've been doing this for 75 years, since World War II. It started with the world's first CARE Package® of food for the post-war hungry in Europe. Our work today is as important as ever, we believe that poverty and inequality are historic injustices that we can end within a generation, for good. If you share our core beliefs : poverty is an injustice; poverty is solvable; and together, we have the power to end it and our core values: TRANSFORMATION, INTEGRITY, DIVERSITY, EQUALITY, and EXCELLENCE then you are welcome to join us.

I. JOB SUMMARY

CARE International in Kenya is seeking to recruit a Asset Management Assistant (Temporary position) that will be based in Nairobi with travel to all of CARE Kenya offices for completion of assignments and will report to the Administration and Logistics Coordinator. The Asset Management Assistant is responsible for conducting a physical asset verification and tagging exercise, reconcile the asset register and support the disposal process.

II. ROLES AND RESPONSIBILITIES

1. Asset Verification, Tagging, Recording and Register – 50%

- Conduct physical asset/inventory account/verification as per the ECA - FY 23 Year-end Physical Inventory instructions and Asset management policy on physical count.
- Reconciliation of assets recorded in PeopleSoft against the Master Asset Register
- Tag all required assets
- Update the asset and inventory register
- File the property management records
- Develop an asset/inventory movement tracker as well as strong controls



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2. Asset Disposal – 50%

- Work closely with the disposal committee to determine the most cost-effective disposal method
- Review donor requirement on disposal of assets for all ended projects
- Prepare the disposal plan and submit to the donor/stakeholders for approval
- Once approved, the assets should be disposed in accordance with the donor approval
- Prepare an accurate Property Disposal Documentation as per policy
- Facilitate gate passes for disposed assets
- Liaise with finance teams in reconciling disposed assets proceeds

III. QUALIFICATIONS

Education and Experience

- Completion of Secondary Education
- University Degree in Finance, Business or Public Administration desirable, but it is not a requirement.
- Proven experience in Asset disposal, control and property management
- Training and/or experience in basic support services and logistics/supply management would be an asset.
- Strong organizational and administrative experience.
- Excellent communication skills, including the ability to communicate effectively in a multi-cultural environment and diplomatically manage collegial relationships
- Strong organizational skills, including the ability to work independently and meet deadlines while delivering quality work
- Strong computer skills in MS Word, Excel, and outlook
- Proficiency in the English language (spoken and written) is required

IV. CONTACTS/KEY RELATIONSHIPS

This role is expected to establish and maintain open, professional, and cordial relations with COs' internal and external customers. These include and not limited to.

Internal

- Country Office teams; Program, Finance and Program support teams

External

- Vendors

CARE is an Equal Opportunity Employer promoting gender, equity, and diversity. Female candidates are strongly encouraged to apply.