



# VACANCY ANNOUNCEMENT

(Ref. No. NRS/590/112023)

## BUSINESS SUPPORT OFFICER I (PROJECT ASSISTANT)

International Centre of Insect Physiology and Ecology (*icipe*) is a pan-African Centre of excellence in research for development and capacity building in insect science and its applications. Its mission is to help alleviate poverty, ensure food and nutritional security and improve the overall health status of people of the tropics. It does so by developing and extending management tools and strategies for harmful and useful arthropods while preserving the natural resource base. Since its establishment in 1970, *icipe* has become a significant contributor to science and innovation required to meet the health and food security challenges of sub-Saharan Africa. The Centre has achieved this status by developing alternative and environmentally friendly pest and vector management technologies and products that are effective, selective, non-polluting, non-resistance inducing, and affordable to resource-limited rural and urban communities. *icipe* is headquartered in Nairobi, Kenya and has operations in more than 40 African countries as well as thriving partnerships with universities and research organizations across the world. Employing over 500 international and national staff, *icipe* also has approximately 150 graduate students who contribute to its research portfolio annually. For additional information, visit: [www.icipe.org](http://www.icipe.org)

Please also download *icipe's* Vision and Strategy 2021–2025

[http://www.icipe.org/system/files\\_force/about/corporate\\_publications\\_files/icipe\\_Vision\\_and\\_Strategy\\_2021-2025.pdf](http://www.icipe.org/system/files_force/about/corporate_publications_files/icipe_Vision_and_Strategy_2021-2025.pdf)

*icipe* seeks to recruit a **Business Support Officer I (Project Assistant)** in the **Regional Coordination Unit of the Regional Scholarship and Innovation Fund (Rsif)**. The position is tenable in Nairobi at the *icipe* Duduville campus. This is a two-year contract, renewable subject to continued position needs, funding for the position, and performance of the staff member. This is a nationally recruited position. A competitive compensation package will be offered to the right candidate. Only shortlisted candidates will be contacted.

### Overall Purpose of the Job

The Project Assistant provides administrative support to the Regional Coordination Unit of the Regional Scholarship and Innovation Fund (Rsif).

### Specific Duties

#### Programme Management

- Maintains database of key contacts for the Theme/Programme.
- Handles maintenance of office assets and keeps an inventory of equipment, vehicles and procured supplies.
- Prepares and maintains lists of staff, visiting scientists, consultants and students in the Theme/Programme.
- Creates and manages electronic and manual filing systems, and maintain and update files and records, archiving and storage.
- Responds to routine correspondence, and handle e-mail, telephone communication, requests, enquiries and other communication systems and processes to appropriate parties.
- Assists in organising internal and external meetings for proposal development and other events (e.g., folders and materials, registration forms, workshop programmes and name tags, follow up on payments and settlement of working advances, documentation, and proceedings).

- Assists in preparing meeting materials.
- Prepares payments to meeting participants, where necessary.
- Maintains publications database.

### **Project Planning**

- Assists in tracking progress of activities in annual work plan.
- Supports the collection of documents required in drafting partner and donor agreements.
- Keeps electronic and manual records for project agreements and other project documents.
- Participates in meetings and assists in preparation of minutes.

### **Project Execution**

- Assists with project staff travel arrangements and logistical support in conjunction with the relevant units, including handling of travel requests and travel expense reports, accommodation, and travel advances.
- Receives accounting reports from partners and reviews them before submitting to supervisors for approval and thereafter to finance for review. Once the reports are approved, in liaison with the supervisor, initiates the process of replenishing the collaborating/ partnering countries' imprest and/or instalments as per the agreement.
- Maintains various data bases e.g., funds transferred to partners for ease of follow-up and reference when processing the requisitions and payments.
- Follows up on any financial issues within the Theme that need clarification.

### **Project Closure**

- Coordinates the maintenance of documentation of all project assets and documents to facilitate project closure.

### **Requirements/Qualifications**

- Bachelor's degree in business administration, project management, or a related field.
- At least 2 years' work experience in a business support role.
- Experience working in an international organization.
- Finance or Accounting knowledge is an added advantage.
- Knowledge of basic French is an added advantage.
- Experience in facilitating teamwork and collaboration across multiple functions.
- Effective communication and writing skills.
- Effective administrative skills.

### **Other Desirable Attributes**

- Expected to analyse, solve problems and make decisions within own work area with approval from the supervisor.
- Supervises tasks that are mostly routine in own job activities.
- Expected to handle travel imprest, make payments to participants and accountability for advances.

### **Reporting**

This position reports to the **Senior Business Support Officer I (Project Support Officer)**

### **HOW TO APPLY**

**Applications will be accepted up to 7<sup>th</sup> December 2023.** Interested applicants should submit: (a) a confidential coverletter; (b) detailed CV with names and addresses of 3 referees, including e-mail addresses; and (c) a statement illustrating suitability against the listed qualifications/competencies/abilities, and skills.

Candidates are required to apply online through: <http://recruit.icipe.org> or by

Email: [recruitment@icipe.org](mailto:recruitment@icipe.org)

*icipe is an equal opportunity employer. It fosters a multicultural work environment that values gender equity, teamwork, and respect for diversity.*