



VACANCY ANNOUNCEMENT

(Ref. No. NRS/594/012024)

BUSINESS SUPPORT ASSISTANT I (ADMINISTRATION ASSISTANT)

The 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

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

icipe seeks to recruit a **Business Support Assistant I (Administration Assistant)** in the **Data Management, Modelling and Geo-Information (DMMG) Unit**. 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

To provide administrative support to the DMMG Unit and to facilitate the daily unit activities like meetings, workshops, training, visitors, requisitions, etc.

Specific Duties

- Handles maintenance of office assets and keeps an inventory of equipment, vehicles and procured supplies.
- Prepares and maintains lists of staff, visiting scientists, consultants, students, and interns in the Theme/Programme.
- Share upcoming department events with the communication unit.
- Creates and manages electronic and manual filing systems, maintains and updates files and records, archiving and storage.
- Responds to routine correspondence, and handles e-mail, telephone communication, requests, inquiries, and other communication systems and processes to appropriate parties.
- Performs all administrative tasks like travel arrangements, requisitions, etc. for all DMMG unit projects.

- Support in the planning and organizing of all internal and external DMMG unit meetings, trainings, workshops, and seminars.
- Participates in meetings when needed and assists in the preparation of minutes.

Requirements/Qualifications

- Diploma in a relevant field.
- At least 1 year of work experience in an administrative role.
- Background in finance, procurement or communication is an added advantage.
- Excellent computer skills, particularly Microsoft Office.

Other Desirable Attributes

- Ability to act independently with minimal supervision.
- Highly organized and able to multitask.
- Effective time management and scheduling skills.
- A basic level of judgment and problem-solving skills are required to assist the DMMG unit team in planning and arranging for internal and external meetings, and handling their travel needs, requisitions, and other travel documents.
- Efficiency in responding to the DMMG unit's administrative needs and asset management.
- Handling travel requests and travel expense reports, accommodation, and travel advances.

Reporting

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

HOW TO APPLY

Applications will be accepted up to 23rd January 2024. Interested applicants should submit: (a) a confidential coverletter; (b) a 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

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