



Call for Service Providers- Office Manager

Organization: Akili Dada

Country: Kenya

Duration of engagement: 2026- 2028

ABOUT AKILI DADA

Akili Dada is an award-winning leadership incubator anchored on the belief that girls and young women CAN and DO LEAD. Our mission is to nurture transformational feminist leadership in girls and young women from underserved backgrounds to meet the urgent need for more African women in leadership.

We journey alongside adolescent girls and young women, supporting them in creating and implementing solutions to their communities' challenges. We build their capacity to lead, applying a holistic approach that encompasses financial investment, intergenerational mentorship, movement-building, and advocacy through education and leadership.

ABOUT THE ASSIGNMENT

Akili Dada seeks proposals from qualified and trustworthy individuals/organizations to provide Office management services for Akili Dada.

SCOPE OF WORK

- Thoroughly clean and arrange the office, including cleaning the windows, office equipment, and furniture and emptying the trash cans.
- Clean the kitchen, store area, and clean dishes.
- Carry out office errands, including collecting mail and purchasing office supplies.
- Carry out other cleaning duties as may be requested.
- Managing sanitary supplies and collaborate with the Operations Officer on any restocking needs.
- Visitor management and parcel handling

Service provider commitment:

- To render the services according to the highest professional standards.
- To comply with all laws and regulations in Kenya.
- The Client shall have the right to inspect and/or test the services rendered to them to confirm their conformity with the contract specifications. Should any aspect of the services that is inspected or tested fail to conform to the specifications set out under the provisions of the agreement, the client may reject the services. The service provider shall make such alterations as necessary to meet the specifications. Such alterations shall be carried out at the service provider's own cost.



QUALIFICATIONS

The ideal service provider should have the following qualifications:

- Extensive experience in provision of office management or administrative services.
- Excellent communication and customer relations skills.
- Excellent problem-solving skills.

COSTS

The vendor will provide comprehensive quotation inclusive of all applicable costs, e.g. taxes, and any other costs associated with the assignment. This should be submitted together with the proposal documents.

SUBMISSION OF PROPOSALS

Interested and qualified vendors should submit an application letter, a profile, recommendation letters and costs and services breakdown to, careers@akilidada.org with the subject, '**AKILI DADA- OFFICE MANAGER**' by **13TH FEBRUARY 2026**.

Incomplete applications will not be considered. Only shortlisted candidates will be contacted. If you are not contacted within **2 weeks** from **13TH FEBRUARY 2026**, please consider your application unsuccessful.

DISCLAIMER

Akili Dada application processes are FREE OF CHARGE. We do not solicit funds to facilitate the processing of applications or secure admission into our programs.

Kindly contact +254 721 552 120 before paying any money to anyone claiming affiliation with us.

