



## World Agroforestry Centre (ICRAF) Recruiting a Administrative Assistant

The World Agroforestry Centre (ICRAF) is supported by the Consultative Group on International Agricultural Research (CGIAR), generates science-based knowledge about the complex role that trees play in agricultural landscapes and uses its research to ensure that policies and practices benefit the poor and the environment. Our vision is an 'agroforestry transformation' in the developing world—a massive increase in the use of trees on landscapes by smallholder rural households to ensure security in food, nutrition, income, health, shelter and energy, and a regenerated environment. Headquartered in Nairobi, Kenya, the World Agroforestry Centre (ICRAF) conducts research in 23 countries in Africa, Asia and Latin America.

### The Position:

The World Agroforestry Centre (ICRAF) is recruiting for the position of **Administrative Assistant** to be based at its headquarters in Nairobi, Kenya. The position will report to GRP2 leader. The job specifically includes the following duties and responsibilities.

- Administering and overseeing GRP2 requirements related to travel, finance, procurement and office supplies
- Administrative assistance in the preparation of grants and their budgets
- Oversight of financial and budgetary issues of GRP2 and related projects
- Facilitation of communication amongst GRP2 staff and between them and staff of other GRPs
- Organising meetings, workshops and events and taking minutes of meetings as required
- Updating content on the GRP2 website
- Administrative and logistical support to GRP2 staff, students, consultants and short-term staff
- Assistance in ensuring that project deadlines are met
- Acting in response to routine correspondence in the absence of the supervisor.
- Maintaining a diary and a calendar of events for the supervisor and other project staff as required
- Any other duties commensurate with the role as requested by the supervisor.

### The successful applicant will have:

- A Diploma or a Higher Diploma in Business Administration, Management or other relevant subject with proven office management skills.
- At least three (3) years of relevant work experience in a closely related field gained in an international organization.
- High level of computer skills, ability to handle basic accounting and ability to learn new applications quickly.
- Highly effective planning, organizational and multi-tasking skills with a positive attitude and strong administrative service orientation.
- Ability to work in a multi-cultural environment.

### Terms of Offer

The position is on local support staff terms open only to Kenyan Citizens. Salary and perquisites paid in local currency are highly competitive. Appointment is on a **three (3)** year contract subject to a **six (6)** months probation period, satisfactory performance, continued relevance of the position and adequate funding. ICRAF offers a collegial and gender-sensitive working environment, believe that staff diversity promotes excellence, and strongly encourages applications from qualified women.

Applicants are invited to send a cover letter illustrating their suitability for the above position against the listed qualifications/competencies/skills and a detailed curriculum vitae, with names and addresses of three referees (including telephone, fax numbers and email address). All correspondence should be addressed to the Human Resources Unit, World Agroforestry Centre (ICRAF), P.O. Box 30677, Nairobi, Kenya; Tel +254 20 7224000; Fax +254 20 7224001; **OR** via email: [icrafhru@cgiar.org](mailto:icrafhru@cgiar.org). Applicants should indicate **“Application for an Administrative Assistant”** on their application letters OR email submissions. Applications will be considered until **11<sup>th</sup> February 2010**. **Only internal applicants will be considered.**

**If you do not hear from us by 26<sup>th</sup> February, 2010, please consider your application unsuccessful.**

We invite you to learn more about ICRAF by accessing our web site: [www.worldagroforestry.org](http://www.worldagroforestry.org).