



EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF KENYA

VACANCY ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

LOCAL AGENT GROUP 2

ref.: JP/08138

➤ THE EUROPEAN UNION

The European Union (EU) is an economic and political union between 27 European States. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations.

Abroad, the EU is represented through more than 140 diplomatic missions, also known as EU Delegations, which have a similar function to that of an embassy.

➤ OFFER

We are looking for an administrative assistant in the Administration Section, under the supervision of the Head of Administration at the EU Delegation to Kenya.

The workplace is Nairobi, for a fixed term contract of two (2) years, subject to six months' probation and it is open to Kenya nationals and residents with a valid work permit. We offer a competitive position in a lively and multicultural environment. Full time of 37.5 hours per week (under flexible time regime), and remunerated according to a salary table in shillings (basic minimum 291,975KES), including a supplementary pension scheme and medical insurance, offered to employees and their families under certain conditions.

After recruitment, the chosen candidate will occupy a specific Local Agent job Category 2, for a job description that can evolve according to the needs.

➤ MAIN OBJECTIVES:

To provide administrative and operational support to the Administration's Housing and Infrastructure area by giving technical guidance and assistance to the Section management. Also, to give assistance in handling contracts and procurement related to logistics.

➤ MAIN TASKS:

- ✓ Procurement of office building and accommodations
- ✓ Follow up of tender procedures related to logistics and general backup of the Procurement Officer.
- ✓ Contract management of all office building, accommodations, security and HoD Residence related contracts
- ✓ Management and maintenance of office building
- ✓ Operational initiator in ABAC workflow
- ✓ Initiating Agent in ABAC Contracts

- ✓ Rent payments for all accommodations
- ✓ Support of staff for accommodation files
- ✓ Establishment and follow up of MoUs
- ✓ Establishment of invoices relating to MoUs and housing agreements.
- ✓ Co-location backup.
- ✓ Coordination and follow-up with relevant official bodies concerning water, electricity and other housing issues.
- ✓ Back-stopper in handling of the inventory management.
- ✓ Back-stopper/assisting in setting up of delegation storage facilities.
- ✓ Security Radios Maintenance and Inventory.
- ✓ Car fleet management backup
- ✓ Assisting/giving guidance in office Maintenance accommodations, residence refurbishment, repairs & maintenance & works.
- ✓ First line contact person for trouble shooting issues at the Official residence
- ✓ Coordination with office building management & other lessees.
- ✓ Any other duties assigned by the HoA or team leader

➤ **EDUCATION AND EXPERIENCE REQUIRED**

- ☐ Kenya Certificate of Secondary Education (or equivalent in European education systems of 12 years of schooling)

Diploma in Purchasing and Supplies (Procurement) and/or Administrative/Logistics related courses – is an added advantage

- ☐ More than 5 years relevant work experience in management of Operations & Logistics and/or Administration and Procurement

➤ **LANGUAGE QUALIFICATIONS**

- ✓ Excellent knowledge of English (working knowledge)
- ✓ Knowledge of French would be an asset

➤ **TECHNICAL KNOWLEDGE**

- ✓ Good knowledge of IT
- ✓ Knowledge of Commission's administrative procedures and systems is an added advantage

➤ **SPECIALIST KNOWLEDGE**

- ✓ Excellent knowledge of logistics in a large Delegation or International Organization
- ✓ Good knowledge of EEAS administrative and financial rules and regulations

➤ **SKILLS**

Communication skills

- ✓ Excellent oral and written communication skills
- ✓ Good presentation skills and ability to develop and maintain a network of contacts with external suppliers and colleagues.

Interpersonal skills

- ✓ Excellent ability to deal helpfully with people
- ✓ Excellent ability to build productive & co-operative working relationships with other units and colleagues
- ✓ Excellent ability to promote high quality service standards

Intellectual skills

- ✓ Excellent capacity to identify a problem and provide solution.
- ✓ Capacity to pursue solution oriented approach

Management skills

- ✓ Ability to focus on priorities, to monitor and evaluate progress and to meet deadlines

➤ **PERSONAL QUALITIES**

- ✓ Excellent level of flexibility to work under pressure and to respond quickly to new demands
- ✓ Excellent ability to perform duties with speed and accuracy without immediate and constant supervision
- ✓ Good organizational skills
- ✓ Team player
- ✓ A high degree of integrity and the ability to deal with confidential information

To APPLY

The applicant must send

- ☐ A **Curriculum Vitae** using one of the europass templates, available at:
<https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>
(Attention: other formats will be reason for rejection of the application!)
- ☐ A Motivation **letter**, signed, addressed to the attention of the Head of EU Delegation to the Republic of Kenya
- ☐ **Scanned version** of:
 - ☐ **Certificate(s)**,
 - ☐ **Declarations of work**, attesting to the relevant experience,
(no original received will be returned!)

Until **15/11/2024 12h00 EAT**.

The applicant must send all documents to the following email address:

eeasjobs-185@eeas.europa.eu

OTHER INFORMATION

After a positive documentary analysis, the selection panel will invite the candidate to a written test plus oral interview to those shortlisted.

The selected candidate, will be proposed to sign a fixed term contract of two (2) years, subject to six months' probation. For the selected person who does not have Kenyan nationality, s/he will be required to prove his/her residence and work permit in Kenya, and the Delegation is not responsible for this request.

The Delegation implements an equal opportunities policy and will implement the necessary measures to avoid any kind of discrimination during the recruitment process. As such, all applicants with special needs (*e.g.* people with reduced mobility...) are invited to mention them.

Any personal data covered by the application, selection and recruitment process are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Data shall be processed by the entity responsible for the processing of the data solely for the purposes of the selection and be destroyed when recruitment is done. This does not affect their possible transmission to bodies responsible for a monitoring or inspection mission in accordance with EU law.

Caution: *The applicant must verify that he/she **fulfils** all the conditions.*

For easy verification, the applicant must mark all the squares ☐ relating to each document or application condition. The absence of one of these conditions or documents is a reason for the rejection of the application.

The Delegation will not communicate any response to the applicant.

*Only the applicants admitted to the written tests will be contacted by letter, eventually transmitted by e-mail, which shall arrive before the **15/01/2025**. The absence of contact from our side is a sign of exclusion in the previous step.*

Henriette GEIGER
Head of Delegation