

JOB DESCRIPTION

Job Title: Administration Officer

Location: Olenguruone, Nakuru County

Duration: 5-Year Fixed Term Contract subject to funding

Project: *Harmony in Habitat: Empowering Communities for Nature's Resilience*

Reports to: Programme Manager

Application Deadline: Friday, 25 July 2025

About Rhino Ark

Rhino Ark is a charitable trust working to conserve Kenya's mountain ecosystems, protect endangered biodiversity, and secure livelihoods for future generations. Our efforts are focused on key conservation areas including the Aberdares, Mt. Kenya, Mau Eburu, Kakamega and the Mau complex, where we work with communities to develop sustainable conservation solutions. We are known for our fencing programmes, forest rehabilitation, and pioneering community engagement approaches.

Purpose:

Under the immediate supervision of the Programme Manager, the Administration Officer will be responsible for the day-to-day administrative functions of the office, including responsibility for office management, procurement, programme asset management, staff wellness, and maintenance of programme records. This includes providing comprehensive support for project operations, logistics, procurement, office management, human resources, and financial administration to ensure that the project runs smoothly and in compliance with Rhino Ark's policies and donor requirements.

Responsibilities:

Administration & Operations Management

- Oversee day-to-day office operations, ensuring smooth running of administrative processes for the project.
- Coordinate logistical arrangements for project activities, including meetings, workshops, field activities, and travel.
- Manage office supplies, equipment, and ensure the proper maintenance of office space.
- Provide administrative support for the project team, ensuring compliance with Rhino Ark's internal systems and donor regulations.
- Implement and maintain effective filing systems, ensuring proper storage and management of project documentation, contracts, reports, and financial records.

Human Resources & Personnel Support

- Assist in the recruitment and management of project staff and consultants in compliance with donor requirements, Rhino Ark policies and Kenyan labour laws.
- Ensure all staff are inducted, provided with necessary tools, and supported in their roles.
- Manage staff attendance records and leave schedules.
- Maintain an effective system for tracking staff performance and providing necessary support for training and development.

Financial Administration & Compliance

- Work closely with the Programme Manager and Finance team to track project expenditure and manage budgets, ensuring compliance with financial protocols and donor guidelines.
- Assist in processing and monitoring project financial transactions, ensuring all invoices and receipts are accurately recorded and filed.
- Prepare and submit regular financial reports as required by the Programme Manager, and ensure quarterly finance planning and reporting are conducted efficiently.
- Support the preparation of project audits, ensuring timely submission of financial documentation and reports in line with donor and Rhino Ark regulations.

Procurement & Contract Management

- Oversee procurement processes for the project, ensuring all purchases are in line with Rhino Ark's procurement policies.
- Prepare and manage contracts for consultants, suppliers, and service providers.
- Coordinate the delivery of goods and services and monitor contract performance to ensure compliance with agreed terms.

Communication & Reporting

- Provide timely and accurate updates on administrative matters to the Programme Manager.
- Support the preparation of project reports, ensuring that all necessary administrative documents are included and formatted correctly.
- Maintain communication with key external stakeholders and partners as required for administrative matters.
- Ensure that all administrative processes and reports are compliant with both Rhino Ark's internal standards and donor requirements.

Other Duties

- Carry out any other tasks as assigned by the Programme Manager that align with the position.
- Work as an active member of the Rhino Ark team, participating in meetings and contributing to team-building activities.
- Support the Programme Manager in project planning and development as required.

Essential Skills

- Strong organizational and administrative skills with the ability to manage multiple tasks concurrently.
- Excellent written and spoken English, with a working knowledge of Swahili.
- Proficient in office software (MS Office Suite) and financial management systems.
- Strong attention to detail and ability to maintain accurate records.
- Proven ability to prioritize tasks effectively and meet deadlines.
- Strong interpersonal skills with the ability to build relationships with internal teams and external stakeholders.

Experience

- Proven experience in administrative management or a similar role, ideally in a donor-funded project-based environment.
- Experience in financial management and procurement.
- Familiarity with compliance and reporting requirements for donor-funded projects.

- Prior experience working with conservation or environmental projects is an added advantage.
- Experience in managing logistics, HR functions, and office management.

Qualifications

- A degree in business administration, management, finance, social sciences, or a related field.
- A certification or qualification in project management is an advantage.