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| **TITLE:**  Administration Intern |
| **TEAM/PROGRAMME:** HR, Admin and IT | **LOCATION:** Nairobi |
| **GRADE**:  | **CONTRACT LENGTH:** 6 Months |
| **CHILD SAFEGUARDING:**Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** Under the supervision of the Senior Administration Officer. The role holder will support the Administration team in general office support, flight and accommodation bookings, inventory management and payments processes.  |
| **SCOPE OF ROLE:** **Reports to: *Senior Administration Officer*** |
| **KEY AREAS OF ACCOUNTABILITY :****General office Support*** Supporting front desk when required
* Support accommodation and flight bookings for national staff and visitors to the Kenya Country Office.
* Supporting population of data in our admin trackers
* Supporting in raising procurement request for the support teams
* Support processing of ticket and accommodation payments
* Support with inventory management

**Child Safeguarding:***
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** * Degree level qualification in Business Administration or equivalent.
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| **EXPERIENCE AND SKILLS***
* Willingness to learn new skills and motivation to participate in the learning experience.
* A high degree of self-motivation, positive attitude, drive and the ability to contribute to a multi-cultural, team-based work environment.
* Strong networking capacity and excellent interpersonal skills.
* Ability to multitask; work flexibly, creatively and under pressure in response to needs or changing demands.
* Extremely well organized.
* Highest ethical standards.
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** Florence Ntinyari | **Date:** 11th November 2022 |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |