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| **TITLE:** Programme Support Services Assistant |
| **TEAM/PROGRAMME:**  Operations | **LOCATIONS:** Turkana |
| **GRADE**: 5 | **CONTRACT LENGTH:** 6 Months |
| **CHILD SAFEGUARDING:** Level 3:  the role 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 in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The post holder will be accountable to the Programme Manager for supporting Finance, HR, IT, supply chain and Administration services in programming contexts. The post holder will be responsible for ensuring compliance with SCI global standards, policies and practices. The position also plays a key role in effectively supporting program implementation activities in line with the annual and country strategic plans. |
| **SCOPE OF ROLE:** **Reports to:** Programme Support Officer**Dimensions:** **Staff directly reporting to this post: None** |
| **KEY AREAS OF ACCOUNTABILITY:****Supply Chain.** * In charge of warehouse at field office level, ensure TIMs and other warehousing records are updated daily.
* Support programme staff to develop procurement plans.
* Coordinate field office procurement requests and LPOs for local procurements liaising with Supply Chain Officers in Turkana and Programme Implementation team
* Coordinate delivery and recording of items sourced from local suppliers working closely with Turkana supply chain team.
* Communicate with IT and Supply Chain for maintenance or upgrading or replacement of any asset assigned asset and GPE assigned to specific Field Office.
* Responsible of goods and Parcel dispatches to Nairobi and the field respectively.
* Together with project staffs, develop appropriate movement plans to field sites that are safe for travel.
* Allocation of fuel to SCI fleet and hired vehicles guided by approved movement plans and ensure accountability in the log sheets.

**Human resources and administration*** Lead administrative function to ensure the provision of effective administrative support in the field office. Ensure office is clean, well maintained and has all essential suppliers.
* Ensure the guesthouse is clean and well maintained.
* Responsible for casual’s labourers at the field level.
* Coordinate with Admin Nairobi on incoming and outgoing visitors for transportation and accommodations at the field
* Allocate SCI assets to respective staffs in the field office.
* Carry out disposal of obsolete assets

**Financial accounting, planning and budgeting.** * Assist with documentation at field office level. Consolidate all financial documents generated at field office and send to relevant officers in Nairobi; these include supplier invoices, staff liquation, Mpesa payment lists, receipts, etc.
* Monitor field office and guesthouse utilities costs e.g. water, electricity, telephone/Mobile usage, billing, and others related office utilities.
* Scanning of all payment and share with supply chain and Admin focal point persons and Finance officer in Turkana.
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| **COMPETENCIES.**1. **LEADING**
* ***Delivering Results:*** Takes personal responsibility and holds others to account to deliver our ambitious goals for children, continually improving own performance or that of the team/organisation.
* ***Developing Self and Others:*** Invests time and energy to actively develop self and others to help realise their full potential, and to build the organisation’s capability for the future.
1. **THINKING**
* ***Problem Solving and Decision Making***: Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation and making appropriate judgements.
* ***Applying Technical Expertise***: Applies the required technical and professional expertise to the highest standards, promotes and shares best practices within and outside the organisation.
1. **ENGAGING**
* ***Working Effectively with others:*** *Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives. Knows when to lead and when to follow and how to ensure effective cross- boundary working.*
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| **QUALIFICATIONS AND EXPERIENCE:*** A Degree/Diploma in Procurement and Supply or Business Administration from a recognized University.
* Strong knowledge/experience HR and admin, logistics and financial management.
* Demonstrates a strong drive and commitment to achieve agreed objectives
* Minimum three year’s relevant experience in Support Services within a busy organisation
* Good communication skills.
* Excellent interpersonal skills with the ability to maintain confidentiality
* Proficiency in working with computers particularly spread sheets and word processing
* Experience of working within a team and team building.
* Ability to work in a multi-cultural setting
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| **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. |
| **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:** CE | **Date:** 11/04/2023 |