



WE ARE LOOKING FOR A

OPERATIONS OFFICER

REGIONAL OFFICE EAST AFRICA



Location:
Nairobi, Kenya

Employment type:
Parttime position minimum 24 hours per week with a potential extension to 32 hours per week.

Start date:
ASAP

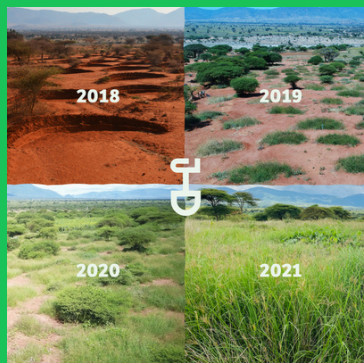


ABOUT JUSTDIGGIT

Our planet is warming up, fast. In order to keep the global temperature increase below 2°C we need to act now. Luckily, there is a solution! By implementing nature-based solutions at scale, we can provide up to 37% of the solution to mitigate climate change. Herein lies the purpose of JustdiggIt: we make dry land green again together with communities and farmers in Africa. To scale up, we use communication and media to inspire and activate people to regreen their own land using easy-to-apply techniques. Up to date, we've restored 60,000 hectares of degraded land and regenerated 9+ million trees. A great start, as we are on a mission to regreen Africa by 2030, effectively cooling down our planet.

JustdiggIt is a non-profit organisation with offices in Netherlands and Kenya. The newly established office in Nairobi is now

looking for an experienced Operations Officer. In this role you will be supporting the organisation and the team in East Africa with their everyday work, from admin to events and from procurement to travel.



YOUR RESPONSIBILITIES

- Administration of receipts and other office documents
- Procurement of office supplies and other procurements including liaising with suppliers for quotations and tenders
- Liaising with suppliers, contractors and partners working with the organization
- Planning and organization of in house team events, parties, celebrations, conferences and visits
- Booking & organizing staff travel, logistics and accommodation (local and international guests)
- Support with office design and organization of office layout including branded materials
- Dealing with general office correspondences
- Schedule meetings and appointments as needed
- Duty officer for the organizational travel policy
- Assist in program activities as appropriate and applicable
- Support in onboarding of new staff and general human resource assistance
- Support with the daily functioning of the office

REQUIREMENTS AND SKILLS

- Bachelor's degree in business administration, communications, or a related field
- Minimum of 4 years of work experience in an administrative and office management role
- Basic understanding of finance and accounting
- Experience with the procurement of goods and services
- Experience working in a diverse multicultural environment
- Excellent time management and organizational skills with strong attention to detail
- Ability to work independently as well as collaboratively in a positive team environment
- Strong problem-solving skills and analytical abilities
- Excellent interpersonal, verbal and written communication skills
- Fluent in English, both verbal and written
- Proficiency in Microsoft Office
- Ability to multitask and prioritize work

WHAT DO WE OFFER

Besides the diversity of the job – no single day is the same – and being part of a great mission, there is more:

- Room for personal and professional development
- Great colleagues!
- Fantastic working environment in our office in Karen, Nairobi
- Get introduced to an amazing global network

APPLY NOW!

We find it important to resemble society, the role is diverse and so should be our team.

If you are the perfect candidate, please apply before the end of 5 June 2022 by e-mail: vacancies@justdiggIt.org quoting the job title. We will only review applications via e-mail that include a motivation letter and CV.

