JOB DESCRIPTION AND PERSON SPECIFICATION

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| **Job title** | Regional Support Manager |
| **Date** | April 2016 |
| **Start date** | 15 June 2016 |
| **Purpose** | To provide a comprehensive support to RedR UK’s regional programs |
| **Responsible to** | Hierarchical: Regional Business and Program Developer / Regional Team Leader  Technical: Finance and Resources Director at the London office |
| **Responsible for** | Part-time Finance/Admin/HR Assistant |
| **Liaison** | * HR/Admin/FIN/Log team of host agencies (NBO, JBA, AA) * Admin networking groups |
| **Location** | Nairobi, with occasional travel in the region |
| **Period** | 6 months fixed term full-time post, with possibility of renewal subject to funding |
| **Salary** | KES 196,000 basic salary / month + social security (health, pension, accident) |

**REDR AND THE WORK WE DO**

RedR UK is an international humanitarian NGO which since 36 years supports aid organisations and other humanitarian actors across the world by developing skills and providing expertise.

Its main objectives are to improve humanitarian effectiveness in all stages of the disaster cycle by developing the capacity of organisations and their staff who are engaged in humanitarian action.

We are doing this by bringing together the expertise of humanitarian agencies, the private engineering sector, governments/authorities, professional institutions and academia to enhance knowledge and quality of response.

In 2011 RedR UK opened an office in Nairobi in response to both acute and prolonged humanitarian crises in the region and with the main objective to strengthen the capacities of national humanitarian staff and organizations. By now a pool of 40 regional humanitarian experts and trainers are providing humanitarian capacity-building and technical expertise in Somali, Kiswahili, French and English. In 2015 we delivered 54 courses across the region (Kenya, DRC, Somalia, South Sudan, Rwanda) and trained 929 humanitarian aid workers, 90% of whom were local staff.

**JOB DESCRIPTION**

**Main Duties and Responsibilities:**

1. **Regional finance management and control**

Related tasks

* Review of monthly/quarterly/annual Regional Office (RO) and operational budget
* Support the Business and Program Developer and Training Coordinator in the development of project, training and service costing and budgeting and follow-up
* Settle payments for goods and services
* Record and check all financial transactions
* Monthly cash flow projections, monthly cash forecast
* Provide monthly Budget Variation Analysis to HQ and regional team
* Reconciling bank/cash accounts, preparation of monthly financial accounts
* Provide user-friendly guidance for financial transactions to team members and consultants
* Provide high quality financial reporting for institutional donors (ECHO, DFID etc.)
* Organize audits whenever this should be necessary or requested (e.g. statutory audit for NGO Board in Kenya)
* Manage statutory deductions and tax and insurance liabilities
* Any other financial requirement as instructed by the line manager

Deliverables in the first 6 months

* Reviewed Regional Office budget in September
* High quality intermediate and final financial reports for 2 current donor contracts

1. **Regional Administration**

Related tasks

* Advise the Regional team on statutory registration requirements in the different countries in the region.
* Act as the main counterpart for the NGO Board in Kenya (and similar institutions in other countries)
* Responsible for the administration of membership in different national and regional coordination bodies (e.g. IAWG, NGO Forum etc.)
* Provide support to the Regional team in regards to formulation and follow-up of partnership agreements
* Responsible for the Regional Office’ information management system
* Responsible for the management of all contracts (legal review, follow-up, termination, filing)
* Focal Person for legal advice
* Manage RedR’s registration with Institutes of Education in the region
* Any other administrative/logistic requirement as instructed by the line manager

Deliverables in the first 6 months

* Completed dossier on regional registration requirements (KE, SO, SSD, ET, RW, BI)
* Completed dossier on regional options of registration with Institutes of Education and Research

1. **Regional HR Management**

Related tasks

* Responsible for the payroll of the Regional Office team
* To ensure proper social security conditions for the Regional team members and manage all social benefit and insurance related processes (Health insurance, workman compensation, NITA, pension scheme)
* Responsible for the whole of HR administration and filing (contracts, action plans, appraisals)
* Support TC in the selection and administration of Associate Trainers
* Ensure timely submission of leave plans and time sheets
* Advise all staff on their contractual rights and responsibilities
* Organizes the periodic call and selection of Associative Trainers (AT)
* Provide compilation and analysis of HR related data for donor reporting
* Any other HR related requirement as instructed by the line manager

Deliverables in the first 6 months

* 1 complete selection cycle of new Consultants and Trainers
* 1 complete review of RedR UK SSA Regional HR guideline

1. **Regional Logistic**

Related tasks

* Establish and maintain proper supply system (incl. service tender procedures, potentially with support from host partner agency)
* Establish and maintain proper asset and stock control
* Establish and maintain proper person and goods’ transport system (with support from host partner agency)
* Set-up reliable IT maintenance and trouble-shoot option (potentially with support from host partner agency and IT reference person from the London office)
* Any other administrative/logistic requirement as instructed by the line manager

Deliverables in the first 6 months

* Renewed tender for supply of goods and services

The position is based in Nairobi but requires occasional travel in the region (South Sudan, Somalia, Ethiopia, Great Lakes Region etc.).

Contract: Initially 6-months fixed term contract with a basic monthly salary of 196,000 KES

**PERSON SPECIFICATION**

Essential Requirements

* Chartered Public Accountant – level 6
* Familiarity with *QuickBooks*
* Humanitarian NGO experience
* Organized and able to plan ahead
* High degree of initiative and effective workload management skills
* Ability to represent the organisation externally and to develop networks
* Excellent interpersonal and team skills
* Willingness and ability to undertake occasional travel regionally to often insecure and difficult environments
* Excellent spoken and written English and Kiswahili
* Excellent computer literacy in Excel and Word
* Strong office administrative experience with basic finance experience a strong advantage
* Experience in liaising with Government offices, NGOs, UN and other organisations
* Proactive approach and able to work with limited supervision at various points
* Flexibility and a can-do approach to tasks and the ability to adapt to a changing and challenging environment

Desirable Criteria

Further education in HR management

**Reference documents**

* RedR Sub-Saharan Africa Regional Office 2016-18 Strategy
* “Global Reach, Local Impact” RedR UK Global Strategy 2014 – 2019
* [www.redr.org.uk](http://www.redr.org.uk)
* RedR UK Operations Manual
* RedR UK Consultant Handbook and annexes

**How to apply**:

Submit complete relevant application form, updated C.V. and cover letter indicating the **position on the subject line** via to **HR.Kenya@redr.org.uk** by 1st May, 2016.

Attached Application form

shortlisted candidates shall be contacted.