



**Title:** Field Assistant - Admin  
**Location:** Nairobi County- SWOP Facilities  
**Reports To:** Finance & Admin Manager  
**Contract:** Renewable contract subject to availability of funds

### **SWOP Kenya Overview**

SWOP Kenya (SWOP-K) is a locally registered Non – Governmental Organization (NGO) founded in 2013. The organization was founded following years of research and North to South collaborations between the University of Nairobi and the University of Manitoba, Canada; an endeavor that has contributed immensely to the global understanding of HIV/AIDS while cultivating meaningful community engagement. In the course of research activities with sex workers, gaps in health access particularly for HIV/AIDS treatment became evident; a trigger that pioneered Key Population (KP) service delivery within Nairobi in 2008 with support from Centers for Disease Control and Prevention (CDC). Utilizing a Peer Led model for delivering the said services, meaningful engagement of the KP community has since program inception proven successful in ensuring positive public health outcomes. Synergized efforts between SWOP program staff and community members culminated in the registration of SWOP-Kenya as an NGO; a move that was intent on empowering the KP community towards long term partnerships that ensure sustainable home grown solutions

### **KPIF Overview**

Key Population Investment Fund (KPIF) aims to support the scale-up of Key population led community approaches to enhance and expand quality HIV/AIDS services for key populations, address stigma, discrimination, and violence against key population groups. The KPIF ultimately seeks to create quality service delivery that leads to increased HIV testing, improved linkage to HIV prevention and treatment services, and viral load suppression to mitigate the HIV epidemic amongst the Key populations in Kenya through i) increased identification of KPLHIV ii) improved and rapid initiation to ART of newly diagnosed ; iii) increase number and percent of those on ART who are durably virally suppressed by 100%; iv) improved engagement with the Ministry of Health, civil

society and PEPFAR counterparts to implement and scale multiple service and structural models to accelerate and sustain the improvements in HIV cascade outcomes for KP; v) monitor core bio-behavioral data on demographics, characteristics, and HIV risk behaviors for each targeted KPs using the existing national program tools.

**Position Summary:**

Responsible for maintenance of SWOP Kenya Office.

## **Roles:**

1. Coordinates all travel arrangements for staff and guests i.e. booking of flights and tickets, airport pick up, hotel accommodation, transport etc.
2. Manages the organization's vehicles
3. Works with the procurement team in the purchase of office supplies and stationery
4. Makes arrangement for phone credits for all staff
5. Ensures the payment of utilities
6. Coordinates permits and licenses are paid on time
7. Ensures adequate and organized record keeping of project activities
8. Manages petty cash
9. Diary management and management of meeting rooms
10. Possibly handling event coordination, both internally and externally
11. Handling queries and complaints via phone, email and general correspondence
12. Receiving & greeting all visitors
13. Transferring calls as necessary
14. Managing office supplies such as stationery, equipment and furniture
15. Performing ad-hoc administration duties
16. Maintaining office services as required (such as cleaners and maintenance companies) & ensuring the office is clean, safe and conducive
17. Receiving and dispatching deliveries
18. Assisting with mail as required
19. Taking and ensuring messages are passed to the appropriate staff member on a timely basis
20. Assisting the HR team with recruitment, on-boarding and termination processes
21. Filing of Staff Timesheets
22. Cheques disbursements
23. Perform other related duties as required.

## **Functional skills and knowledge:**

1. Demonstrates a systematic and efficient approach to work.
2. Works collaboratively with team members to achieve results.
3. Relates and works well with people of different cultures, gender and backgrounds.

## **Qualification**

1. 'O' Level or equivalent
2. Computer Skills
3. Good communication skills in English and Kiswahili

**How to apply:**

Applications from qualified and interested candidates should be sent by e-mail to [hr@swopkenya.org](mailto:hr@swopkenya.org) indicating 'The Position you are applying for' on the subject line on or before 29<sup>th</sup> January 2021. Application should consist of an updated CV with current daytime telephone contact, and cover letter indicating your suitability for the position.