**Description of the service provided: Administrative Assistant (consultancy contract)**

The “Regional Operational Center in support of the Khartoum process and the African Union (AU) Horn of Africa Initiative” (ROCK), is a regional project to fight criminal networks involved in human trafficking and smuggling, financed by the European Union, implemented by CIVIPOL and based in Khartoum, Sudan. Since May 2022, the project has been temporarily relocated to Nairobi, Kenya. In the framework of this temporary relocation, the ROCK team is looking for an Administrative Assistant Consultant, starting November 2022 until 30 June 2023.

The tasks of the **Service Provider** shall be the following :

**1. Description of the assignment**

The Administrative Assistant Consultant will provide their expertise, under the supervision of the ROCK Administrator and Technical Director, in various administrative and support services on a daily basis.

The Administrative Assistant Consultant will provide their expertise in the following fields:

* Assisting in finance and accountability including preparing the monthly financial statement, processing payments, maintaining cost reports and managing invoices.
* Collecting, organising and verifying all documents relevant to the preparation and implementation of project activities.
* Preparing necessary documents to procurement procedures (single tender offers, etc.)
* Liaising with the relevant institutions and administrations and organizing and planning various appointments.
* Facilitating communication and coordination between the suppliers, stakeholders and ROCK contacts.
* Drafting official letters and assisting the Technical Director in administrative paperwork.

Duration of the assignment November 2022 – 30 June 2023

Place of the assignment Directorate of Criminal Investigations, Kiambu Road, Nairobi

Working language English

**2. Qualifications and General professional experience**

* Bachelor’s Degree in Accounting, Business or equivalent
* At least 2 years of relevant and continuous work experience in finance and administrative expertise.
* Experience with institutional donor-funded projects would be appreciated.
* Demonstrated experience in procurement and preparation of financial reports and budget variance analysis would be appreciated.

ROCK is based in Nairobi, therefore acknowledgement and accreditation by Kenyan authorities is essential for outreach working.