



VACANCY ANNOUNCEMENT OFFICE ADMINISTRATOR

WEMA by LVCT Group is a private company limited by guarantee and a wholly owned subsidiary of LVCT Health (a Kenyan NGO). As a social enterprise, it complements the work of LVCT Health by reaching groups not traditionally reached through donor funding. All proceeds from LVCT Group contribute towards the sustainable delivery of essential health services to the vulnerable and marginalized populations LVCT Health serves.

We are driven by the passion to respond to the wellness, health (including mental health) needs of individuals and workplaces in Kenya and beyond. Since its founding, WEMA by LVCT Group has helped individuals and companies with a variety of health solutions through our diversified service offerings that target different market segments and customers. We offer a work environment alongside a dedicated team with an unmatched passion and professionalism in meeting your career aspirations.

We are looking for a dynamic well qualified and motivated individual to join our great team by filling the following vacant position:

POSITION:	Office Administrator	OA/WEMALVCTG/12/2024
REPORTING TO:	Business Development Manager	
LOCATION:	Nairobi, Kenya	

Job purpose

The Office Administrator will play a pivotal role in ensuring smooth operations within WEMA by LVCT Group by supporting business development (BD) initiatives, managing internal and external meetings, implementing institutional processes, and contributing to the success of proposals and consultancies. This position demands exceptional organizational skills, attention to detail, and a proactive approach to handling administrative tasks

Roles and responsibilities:

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1. Internal Coordination and Support

Business Development and Marketing:

- Manage day-to-day staff marketing schedules and oversee interns and digital marketing activities.
- Liaise with NGOs on payments for digital marketing services.
- Organize free webinars, ensuring the presence of the right technical experts for delivery.
- Prepare monthly reports on training, including registered trainees and payment updates.

Meeting Coordination:

- Schedule and send calendar invitations for meetings.
- Reserve meeting spaces and ensure all logistical arrangements are in place.
- Prepare meeting documents, including agendas and materials.
- Record and circulate meeting minutes, ensuring accurate documentation.
- Track and follow up on meeting action points to completion.

Procurement and Logistics:

- Raise Purchase Requisition Forms (PRFs) and follow through on approval and execution, particularly when meals or other logistics are required.
- Maintain and update accreditation and indemnity documentation for BD processes.
- Manage annual professionals license renewals (e.g., psychologists, nurses, doctors)

2. External Coordination and Liaison

Meetings and Events:

- Draft and distribute invitation letters as needed.
- Book meeting venues through the ERP system and ensure all paperwork is in place.
- Market available spaces to external clients and ensure smooth booking processes.
- Arrange accommodations, flight tickets, airport transfers, and transport reimbursements when applicable.
- Support event facilitation by preparing necessary materials and managing logistical needs.
- Record discussions during external meetings and properly document minutes where applicable.

Institutional Events:

- Organize and coordinate institutional events, such as Annual Staff Meetings (ASM).
- Facilitate group performance review meetings.

3. Proposal and Consultancy Support

Proposal Development:

- Support timely collation of all documents related to proposals and consultancies.
- Coordinate with the Legal Office to review contracts and MOUs.
- Prepare CVs and product profiles for proposal writing teams.
- Share institutional documents, such as registration certificates, audited accounts, capability statements, and safeguarding policies, with proposal teams.
- Maintain accurate records of submitted proposals and consultancies.
- Online filing of all proposal-related documents.

Qualifications and Experience:

- Bachelor's degree in Business Administration, International Relations, or a related field
- 3–5 years of experience in a similar role, preferably within a non-profit, healthcare, or training organization
- Experience working in a training organization will be an added advantage
- Proven experience in office administration, coordination, or a similar role.

Key Skills and Competencies:

- Strong organizational and time management skills, with the ability to handle multiple tasks simultaneously.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and familiarity with ERP systems.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- High attention to detail and commitment to accuracy.
- Proactive problem-solving skills and a collaborative mindset.

How to apply

Interested and qualified candidates are invited to submit their applications, attaching a cover letter and a CV (indicating 3 professional referees) via <https://careers.lvcthealth.org/> by **Monday, December 9 2024**. The position applied for and the reference number should be clearly indicated on the subject line and cover letter. Applications will be reviewed on a rolling basis. Only short-listed candidates will be contacted.

WEMA by LVCT Group Ltd is an equal opportunity employer and **DOES NOT CHARGE** any fee whatsoever in any part of the recruitment process. Please visit our website <https://lvctgroup.co.ke/> for more information about the organization.

WEMA by LVCT Group Ltd, upholds safeguarding principles and recruits only candidates who share our commitment to safeguarding. We are committed to preventing any unwanted behavior at work, including sexual harassment, exploitation, and abuse, especially of children and vulnerable adults, as well as stigma and discrimination against individuals of various diversities, lack of integrity, and financial misconduct. Failure to adhere to our safeguarding principles will result in disciplinary action and/or legal action if necessary.

