



EXCELLENT CAREER OPPORTUNITY: OFFICE ADMINISTRATION MANAGER -DRIVE

ZEP-RE (PTA Reinsurance Company) is a specialized institution of the Common Market for Eastern and Southern Africa (COMESA) established to service and develop the insurance and reinsurance industry within the Region. In partnership with the World Bank, ZEP-RE was assigned as the implementing agency for the De-Risking, Inclusion and Value Enhancement of pastoral economies in the Horn of Africa Project (DRIVE), a regional International Development Association (IDA) project implemented in Djibouti, Ethiopia, Kenya, and Somalia. We are seeking high caliber and results-oriented professional to manage the Office Administration role.

Duty station: Nairobi

Project Duration: 24 months

Reporting to: Finance Lead DRIVE

The Role:

- Responsible for planning and coordination of administrative procedures and systems
- Organize smooth and adequate flow of information within the company to facilitate other business operations.
- Manage inventory of office supplies and organize purchasing of new material.
- Monitor costs and expenses to assist in budget preparation.
- Manage other office activities such as event planning, recycling, renovations and others.

Duties:

- Protocol Management - focal point for all matters involving planning, coordination and delivery of Events and Protocol services with relevant Government Ministries and other WB organs, facilitating meetings, and logistical matters relating to Events and Protocol services.
- Hospitality management - Welcoming Company guests and providing them with pleasant experiences, including events management, entertainment, travel and other related.
- Travel management - Staff, Board and Guests.
- Office space management and maintenance - in liaison with Property Managers, optimize and create workspaces that support teams - structure, ambience etc.
- Manage key supplier service levels.
- Events management – For ZEP-RE, ZEP-RE Academy, DRIVE, ACRE Africa and any other ZEP-RE affiliates.
- Marketing and branding support- gifts, brand items including regional offices.
- CSR admin projects - follow up on sustainability of CSR projects, regular engagements, schools, health, tree planting and any other ZEP-RE CSR initiatives.
- Perform other duties as will be assigned from time to time.

The Person:

The preferred candidate should have: -

- BSc or BA degree in business administration or other relative area
- 8+ years' experience of working on an Administration Manager position.
- Good experience with office management procedures and departmental and legal policies
- Excellent knowledge of facilities management principles
- Strong verbal and written communication skills
- Good practical experience with MS Office
- Excellent organizational and multitasking abilities with strong analytical mindset
- Good team player abilities with problem-solving and leadership skills

Candidates who meet the above requirements should submit applications to the HR & Admin Manager by **e-mail** attaching a detailed CV, scanned copies of academic & professional qualifications, **current remuneration** and three referees by Tuesday 30th May 2023 to: recruitment@zep-re.com

ZEP-RE is an equal opportunity employer and is committed to gender equality in its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED