

TOR Administrator

As the Biovision Farmer Communication Programme in Africa is growing, there is also an increasing amount of administrative work to be done. The Biovision-Africa Trust that is responsible for the FarmCom Initiative will need a professional administrator. This position will be shared with the Infonet project, which is currently run only by a part-time project manager who also needs administrative support.

1. Initially reports to Regional Coordinator Biovision Africa Trust, and Secretary of Biovision Africa Trust.
2. Handling of day to day accounts, including claims, salaries and liaison with accounting Dept, *icipe*.
3. Assist in formulation of contracts for staff and consultants and liaison with Human Resource Dept, *icipe*.
4. Logistics such as assist in organizing meetings, workshops, travel documents etc.
5. Collect, summarise and file monthly reports from field officers - in collaboration with Administrator(s) of other ongoing projects under same umbrella - and prepares the reports for submitting in the appropriate format to HO in Zurich periodically.
6. Set up and manage efficient electronic and hard copy filing system for office administration.
7. Assist the project managers with development of yearly work plans, logframes and reports using already established formats.
8. Develop and compile monthly financial accounts for Infonet and eventually other Programmes of FarmCom Initiative.
9. Assist the project managers with budgeting and financial reporting using established formats.
10. Assist with communication with partners and other stakeholders.

Qualifications:

- M.B.A or M.Com. Applicants with B.Com and training in Accounting (CPA, Part 6) will be considered.
- Min 5 years experience in Business administration and Accounting, preferably in International Agricultural Institutions or NGO's.
- Knowledge and experience of different Farmer Communication Systems will be an advantage.
- Knowledge and work experience of National and International Research Organizations will be an advantage.

The position will carry a competitive compensation package.

Applications to reach the Trust before **31st August 2010**.

Address applications to:

Secretary
Biovision Africa Trust,
P.O. Box 30772, 00100 GPO
Duduville Kasarani, Off Thika Road
Nairobi, Kenya
or e-mailed to infonet@icipe.org

Trust's Objective:

We are working towards improvement of the welfare of resource poor small-holder farmers in Kenya and Africa in general through funding of sustainable projects and initiatives in the agro sector, and the generation and dissemination of information on ecologically sound and useful methods to improve human, animal, plant and environmental health.