



Rift Valley Institute

Job Description

Grant Officer - Somali Dialogue Platform

Job Title: Grants Officer- Somali Dialogue Platform

Location: Nairobi with regular travel Somalia (up to 50%)

Employment type: Full-time, **Fixed Term** (one year with, with possibility for extension)

Reporting to: Grants and Operations Manager

Salary: Salary range: **\$13,00-\$20,33**, depending on experience. Other benefits include 28 days annual paid, health insurance, pension plan, travel allowance, and flexible working hours (subject to negotiation). All programmatic roles are subject to renewal depending on available funding.

Job Overview

The Somali Dialogue Platform is a multi-donor peacebuilding programme designed to provide Somali-led support to political processes in Somalia, with the ultimate goal of transforming the political settlement to be more inclusive, sustainable and peaceful. In collaboration with a range of partners, the Platform works across a range of thematic areas including federalism, power- and resource-sharing, democratisation and sub-national settlements. In all of these it seeks to enable trusted spaces for political actors and the wider citizenry to come together, establish positive relationships and meaningfully discuss solutions to contentious issues. It works directly with Somali political processes, providing a range of facilitative, technical, and logistical support; engages a wider range of civil society and the public in these processes; informs external actors in their engagements; and delivers research and analysis that inform the Platform's approaches and provide starting points for meaningful dialogue.

The Grants Officer will administer programme procurement for a range of suppliers (especially in relation to travel, events, and logistics), support programme operations and logistics, and provide support in other administrative areas of programme delivery for the Somali Dialogue Platform.

KEY RESPONSIBILITIES

Support effective programme procurement: (30 %)

- Assist the Platform team with procurement related services managing competitive procurement processes, and assessing bids and quotations
- Develop and maintain the platform's procurement plans and ensure all are reviewed and updated regularly
- Establish and regularly update the Platform prequalified services providers list.
- Upload all procurement documents on Dropbox and update as necessary.

Support effective programme operations and logistics: (50 %)

- Receive and facilitate Platform team and consultants travel requests, flights bookings, logistical support

such as airport pick-ups/drop offs, accommodation arrangements, events venues, and other ground transport.

- Maintain and regularly update the Platform movement tracker.
- Support Platform staff and consultants complete travel plans, and upload on the drobox once approved
- Manage logistics for Platform events in Nairobi and within Somalia, supporting venue identification, booking and procurement and other administrative aspects of events.
- Support the logistical implementation of staff safety and security policies as required

Support effective programme administration (20%)

- Keep the Platform asset register and update it as necessary.
- Work co-operatively with the Platform team to support efficient and effective office administration (completing all RVI administrative requirements) in Nairobi and Mogadishu
- Support the Grants & Operations Manager in complying with the grant requirements on all expenditure and regular reporting on them (as required).
- Any other tasks assigned by the supervisor.

PERSON SPECIFICATION

Knowledge and Qualifications

- Bachelor's degree in Business Administration/Logistics, Public Administration, or related field
- Accounting qualification highly desirable
- Must be professionally proficient in written and spoken English and Somali
- Must have the right to work in Kenya

Experience

- At least three (3) years of experience in a similar role in the development sector, supporting programme administration, operations, travel and logistics in Somalia
- At least two years of procurement experience in a conflict-affected country
- Proven experience of maintaining effective procurement and logistics records

Skills and Abilities:

- Strong knowledge and understanding of procurement and operations standards, and audit requirements
- Able to manage a range of tasks in a fast-paced and dynamic programme setting
- Good interpersonal skills and both oral and written communication skills
- Must be able to engage positively and productively with diverse team, stakeholders, partners/service providers.

How to apply

Applicants must submit a CV, a cover letter explaining their interest in, and suitability for the position, and the names of three references, latest by 6 April 2022. We encourage early applications. Only selected, qualified candidates will be contacted for interviews. RVI is an Equal Opportunity Employer