ADMINISTRATIVE ASSISTANT - SECURITY

The Northern Rangelands Trust (NRT) is a non-profit umbrella organization that supports 39 Community Conservancies across northern and coastal Kenya with fundraising, technical support, governance advice and conservation training. Its mission is to develop resilient community conservancies that transform lives, secure peace, and conserve natural resources. It is a non-governmental organization headquartered in Lewa Wildlife Conservancy, Meru County. More information can be found at www.nrt-kenya.org.

Purpose of the Position
Reporting to the Security Administrator and with a close working relationship with all other departments, the main deliverables of this position will be administrative support to the security department

Key Responsibilities
- Assist in coordination and participation in department proposal and report writing to donors and other external partners;
- Participate in departmental budget preparation, administration and control;
- To solicit, communicate and facilitate all welfare issues affecting Conservancy Scouts and Mobile teams;
- To plan, initiate and prepare requisitions and follow up prompt delivery of all logistics and supplies for the Security department;
- To take responsibility for security vehicle maintenance, service scheduling, availability of spare parts, deployment and care;
- Maintain a data base of uniform, wear and tear and replacement schedules, always ensuring that the men are catered for and well turned out;
- To coordinate the supply of equipment and uniforms to conservancies and mobile teams;
- Keep an inventory and records of all equipment, uniform and stores;
- To coordinate regular meetings and training for the teams;
- To liaise with third party agencies and partners on matters pertaining to welfare and capacity building amongst conservancy scouts;
VACANCY

Education/Knowledge and Experience

- A relevant professional Degree
- A minimum of 7 years’ experience in a relevant field with demonstrated success in managing disciplinary teams
- Knowledge and experience in computer programs (Microsoft Word, Excel, Power Point etc)

Skills and Competencies

- Proven leadership and management skills.
- Attention to detail and accuracy
- Communication, analytical and report writing skills
- Must be culturally sensitive and have the ability and interest to identify and work with a multi-ethnic team.
- Strong organizational & interpersonal skills
- Must be of high integrity and uphold high ethical standards and honesty.
- Creative and innovative skills

If your profile matches the above job specifications, please send your application including a detailed CV highlighting relevant experience, a daytime telephone contact, email address, and the names of three professional referees to reach us by close of business on **11th September 2020** to: hr@nrt-kenya.org addressed to: Operations Director, Northern Rangelands Trust, Private Bag, Isiolo-60300

*Only shortlisted candidates will be contacted.*