



**Journalists For Justice (JFJ) is seeking to recruit a finance and administrative assistant to provide assistance to the Nairobi office, which serves as a base for East and West Africa activities.**

**This position is full time and reports to the Programme advisor.**

#### **RESPONSIBILITIES:**

- Manages and handles all general office management functions including filing system procurement of office supplies and managing correspondence with suppliers
- Implement a current and relevant record management system
- Stationery and supplies management and administration
- Petty cash custody and administration
- Maintain a program correspondence file and contacts database
- Coordinate and ensure timely scheduling, succession and administration of meetings
- Deal with correspondence, take minutes and records for the same and handle inquiries
- Ensure the project's accounting records and supporting documentation for all financial transactions are compliant with donor regulations and are maintained in a systematic order
- In liaison with the programme staff, assist in financial planning and budgeting, ensuring that budget plans produce meaningful and realistic plans for the individual projects and give recommendations to the organization on budget expenditures
- Assist the ICJ Kenya Head of finance in ensuring that all financial reporting is completed on time and submitted on time
  - Liaise with the Hague based finance officer on the Hague section finances
  - Any other duties as assigned from time to time by the supervisor.

#### **DURATION**

Two year, renewable contract.

## COMPETENCY AND EXPERTISE QUALIFICATIONS

This is a demanding job that will require among others, the following sets of skills and attributes:

- At least Bachelor's degree in Administration, Finance or relevant field
- Software skills: MS Word, MS Excel, MS PowerPoint and MS Access
- Poses knowledge and understanding of donor policies and procedures
- Proven numeracy and financial analysis / planning skills
- Excellent oral and written communication skills with the ability to present financial matters to non-financial managers
- High degree of computer literacy in Microsoft Office products especially Excel and financial systems
- Proven track record in delivering timely and quality results
- Excellent written and oral communication skills
- Excellent interpersonal skills, maturity
- Self-motivation, and ability to work with minimum direction

## REPORTING & MANAGEMENT ARRANGEMENTS

The Consultant shall work under the direction of Programme Advisor who shall retain the overall supervisory role of the work.

## HOW TO APPLY

**Applications should include the following:**

- A detailed CV that highlights the qualifications and experience relevant to this position
- Any other information that demonstrates qualification and suitability for the position

Interested applicants should submit their applications by way of a cover letter motivating their application, accompanied by a CV (maximum 3 pages) with details of 3 referees to support work of a similar nature. **Applications should be addressed to**

**and sent by email to: [info@ifjustice.net](mailto:info@ifjustice.net) on or before March 17, 2019 by 1700 hrs**

**We have extended the closing date of this posting. Previous applicants need not apply.**

#### **ABOUT JOURNALISTS FOR JUSTICE**

Journalists For Justice is a non-partisan project administratively hosted by the International Commission of Jurists, ICJ Kenya Chapter. It was established in 2011 to promote a balanced discussion of the international criminal justice system in the media and to advocate justice and reparations for victims of atrocity crimes through public information programmes on the work of the International Criminal Court and other specialist tribunals. It has contributed to the fight against all forms of impunity arising from politically instigated violence using media training and outreach programmes, media monitoring and research; media advocacy; content development; and dissemination of information on victim support and participation in justice processes.

#### **EQUAL OPPORTUNITY EMPLOYER**

Journalists For Justice is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

