



VACANCY NOTICE

Job Title: Graduate Intern – Administration

Location/Duty Station: Nairobi, Kenya.

Reporting to: Finance and Administration Manager

Supervises: None

The Eastern Africa Grain Council (EAGC) is a membership-based organization registered in Kenya with country offices in Uganda, Rwanda, Burundi and Rwanda. Our members are key stakeholders and players in the grain value chain including cereal growers, millers and processors drawn from within and outside the East Africa States. Our core mandate is to develop and promote orderly structured marketing systems and provide market information for grains so as to reduce transaction costs and eliminate barriers' to regional trade

We seek to fill the advertised position with an individual who is analytical, has good organizational skills, development skills, and is capable of working independently or as part of a team. The successful candidate should be highly professional, self-motivated and a proven high achiever with good leadership skills.

Reporting to the Finance and Administration Manager, the successful candidate will be responsible for the following amongst others:

Key Duties/ Responsibilities

1. Office Management

- Manage correspondence in and out of the organization including snail mail, mailing list for regular circulars as well as the database for suppliers and service provider.
- Managing incoming and outgoing information in the office of the Executive Director to ensure accurate database for future reference and speedy retrieval.
- Maintaining an efficient and up to date EAGC filing system that is secure, accurate and easy to retrieve. This involves maintaining programs files, CPC papers, donors' reports, programs annual reports and work-plans in soft and hard copies.

2. Logistical Support

- Provide logistical support to the team for both local and international travel.
- Offer information on EAGC services to various stakeholders, as per their enquiries e.g. warehousing, upcoming training, events, etc.
- Work closely with the Finance and Administration Manager to provide support in logistics and procurement matters.

3. General Office Administration

- Support organization of EAGC activities e.g. business fair, summit, conferences,





- members forums and workshops.
- Liaise with facilities as necessary with regards to office requirements: cleaning, lighting, ventilation, repairs for furniture and servicing of office machines and equipment etc.
- Support the administrative officer with secretarial 'duties including typing of correspondence and, preparation of requisitions, travel arrangements and booking of tickets and hotel accommodation.

Academic and professional Qualifications and experience required

- Degree or Diploma in Business Management, training in Secretarial duties.
- 1 year of experience working in a similar role.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point).
- Good communication & interpersonal skills.
- Strong organizational and the capacity for multi-tasking.
- Problem solving skills.
- Ability to handle confidential information.

If your background and competence match the above specifications, please send your application demonstrating how your qualifications & experience matches our requirements. It should include an updated C.V., your current remuneration package, valid email address, daytime contact number and full contact details of 3 referees including daytime telephone number to: hr@eagc.org by 28th February 2023. Only shortlisted candidates will be contacted. EAGC is an equal opportunity employer.

