



THE
LUTHERAN
WORLD
FEDERATION

Department
for World Service

member of **actalliance**

<https://kenyadibouti.lutheranworld.org/>

Vacancy

Position: Camp Administrator

Location: Dadaab 1 Position

The Camp Administrator will be based in Dadaab refugee camp and shall be responsible for Administrative work in Dadaab Main Office and across all the LWF Dadaab Camps.

Key Points of Communication: - Finance Officer, HR Officer, Senior Staff in LWF Dadaab all Officers at Dadaab and in the Camps.

Key Responsibilities

1. In charge of all housekeeping in Dadaab and across all the Camps (Admin focal point for DMO, IFO, Dagahaley, Githuthe and Hagadera).
2. Ensure Staff houses and tents are well maintained for staff use and cleanliness of all the offices in Dadaab and at the Camps.
3. Ensure all staff members and LWF Visitors are adequately housed and familiarised on the admin related issues.
4. In charge of the Conference hall in Dadaab, ensure it is clean and that there is a planned way of tracking all the activities to be carried out in good time to ensure smooth operation.
5. In charge of finding out staff concerns on Kitchen operations and channelling them to the Vendor.
6. In charge of staffs and visitors welfare.
7. Reporting all defects, shortages and maintenance of assets in the rooms in terms of plumbing, electrical and carpentry to the relevant authority.
8. In charge of all the housekeepers in Dadaab and at the camp level. Process their time sheets and help track their leave schedules.
9. On job training of the housekeeping crew on the basic procedures of cleaning.
10. Attend inter admin meetings in consultation with the Finance & Admin Officer.
11. Ensure compound cleanliness and hygiene is of high standards both in Dadaab and across all the camps and report any hazards.
12. Update the kitchen vendors on staff movement in and out of duty station in consultation with the HRO. Also update the Vendor on expected arrival of Visitors.

13. Monitor closely with the Generator operators at the camps and update the relevant Officers appropriately for action to be taken.
14. Facilitation of visitors passes to enable them access the UN compound.
15. Attend meetings on any compound related issues at DMO and the Camps and forward for attention to the relevant Officers.
16. Preparation of the MoUs' Contracts, invoices and any other admin related binding documents.
17. Responsible for outsourcing and supervising admin casuals in DMO and across all the camps.
18. Responsible for compound management across all the camps.
19. Prepares Annual Admin related reports while identifying trends and areas for improvement.
20. Ensure that new hire and LWF Dadaab visitors receive LWF Dadaab camp orientation including ushering them to their various houses and meals time table.
21. Perform any other duties and responsibilities assigned by the supervisor or designate.

Professional Qualifications and Required Skills

1. Diploma in Business Administration, Secretarial training or any other related courses from reputable institution
2. At least 3 years of progressive experience in administrative work
3. An understanding of the basic principles and objectives of the humanitarian accountability agenda.
4. Excellent Computer skills.

Professional Qualifications and Experience:

1. High level of integrity, commitment and professional responsibility.
2. Ability to work independently with guidelines and clear expectations.
3. Strong inter-personal and team building skills.
4. Ability to tolerate cultural, education and religious diversity in the work place.
5. Excellent communication, organization and presentation skills.

Applications should reach the undersigned by close of business on 13th July 2018 and must include full contact details of 3 referees.

The Human Resource Manager, Lutheran World Federation Kenya-Djibouti,
Email: lwfdadaab@gmail.com

Kindly indicate the position on the subject line.

Only shortlisted candidates will be contacted.

LWF World Service is an equal opportunity employer, irrespective of gender, race or religious affiliation.

LWF World Service aims to be a child safe organisation.