



THE
LUTHERAN
WORLD
FEDERATION

Department
for World Service

member of **actalliance**

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

LOOKING TO PARTNER WITH US IN OUTSOURCING

Location: Nairobi

Essential Criteria for the outsourcing company

1. The firm should have been in operation for the last four (4) years, proven experience in offering similar services is essential.
2. The firm will be required to provide details of at least 3 similar assignments undertaken in Kenya.

Obligations

1. **The firm is responsible for providing transport for outsourced staff to and from the locations.**
2. **The firm should provide adequate protective clothing, Medical insurance and WIBA insurance for their outsourced staff.**
3. **The firm will be responsible for all payments for outsourced staff's statutory deductions.**

Application for consideration

Interested firms are encouraged to apply for this assignment by submitting a concise proposal that includes:

- Profile of the company
- Company registration certificate
- Tax compliance certificate
- CVs of the outsourced staff to carry out the assignment.
- Prices indicated on the Price Schedule shall be the cost of the services quoted including all Taxes, Levies, VAT and Insurance payable.
- **Please quote the wages to be paid to the outsourced staff and the outsourcing fees.**
- References of similar work, or documented evidence for other similar assignments.

Loader Job

Job Specification:

Load, unload and move products / materials within the respective designated storage / work site.

To position products/materials in the proper storage locations based on the storage plan, stacking requirements and floor load capacity.

Proper handling equipment to avoid damage. Inspects items for damage and cleanliness and cover for long term storage.

Keeps storage areas warehouse space and stored items clean by dusting, sweeping, washing and disposal of trash to the respective bins.

Informs the warehouse supervisor of potential fire and safety hazards, pest infestation, water intrusion or other conditions that may cause employees injury or damage to stored materials.

Attend to any other duty as may be assigned by the supervisor from time to time.

Timelines.

This assignment is on a need basis and there will be a day notice given to provide a loader for an assignment.

Qualifications

- K.C.S.E Certificate
- Excellent communication skills both in English and Swahili
- Hardworking and committed
- Able to work under minimal supervision.
- Ability to lift heavy loads
- Self-motivated.

Casual engagement

Background

In mid-2019, LWF commissioned a digitalization strategy, 'Towards Digitalization', which identified document management as one of six objectives. As the organization was already a user of Microsoft Office 365, LWF adopted SharePoint as the most logical platform to manage documents. In Kenya, the LWF Country program the transition to SharePoint took place in October 2021, where libraries were created for each area program. The migration of documents from Adhoc groups in Teams and desktops libraries was initiated. To achieve this the program units is sourcing the services of a casual to support in transferring all documents still stored in hard copies to the set libraries in the SharePoint.

Specific Objective

The main objective of the casual engagement is to support the country program in transferring all program documents and information stored in files to the respective SharePoint file for ease of access.

Expected Outputs/Deliverables

- Sort all programs files and arrange them systematically per year, donor and location.
- Create folders per the project and transfers all the scanned files of the different project.

- With support of PMER, migrate all the folders to the Country program SharePoint.

Scope of work.

The exercise will be carried in Nairobi office, program Unit. The casual will adhere to all matters of ethics and of integrity and will be guided LWF Data protection guidelines.

Timelines.

The casual will be engaged for 5 days; One person required IMMEDIATELY

Qualifications and person specifications

- Level of education Diploma holder.
- Knowledge of IT concepts, practices, and procedures
- Knowledge of using a scanner and printer.
- Positive and self-motivated individual.
- Willing to work in tight timeline environment.
- Be a team player with good interpersonal skills
- Be a person of Integrity.