



PROJECTS ADMINISTRATIVE OFFICER

The African Institute for Development Policy (AFIDEP) is a regional non-profit research and policy Institute established in 2010 to help bridge the gaps between research, policy and practice in development efforts in Africa. Our primary purpose is to contribute to sustainable development through the use of evidence and advocacy to strengthen political commitment and resource allocation for development issues; informing the design and implementation of effective interventions; and strengthening governance and accountability structures for tracking development challenges in Africa. AFIDEP is registered as a Non-Governmental Organisation in both Kenya and Malawi (where it has offices) and as a non-profit institution in the USA with 501(c)3 status. For further details about AFIDEP and its work refer to www.afidep.org.

AFIDEP is looking for an experienced professional to fill in the position of **Projects Administrative Officer**, based in AFIDEP's Nairobi office. Reporting to the Director of Public Policy & Knowledge Translation, the role entails providing support including administration, monitoring project budgets and tracking project implementation, and coordination of project team meetings, under the office of the Director, in a bid to enhance efficiency and service delivery to the Director, as well as internal and external clients. The holder of this role will be effective at planning, coordination, communication, and monitoring in their work, and should be able to work well under pressure.

**Key Accountabilities**  
**Projects Management and Administration**

- Track the implementation of all projects under the Director's leadership and provide early