



## I-DEV INTERNATIONAL OFFICE MANAGER (AFRICA)

**POSITION:** Office Manager, Africa

**LOCATION:** Nairobi, Kenya

**TIME REQUIREMENTS:** Full time

**START DATES:** Immediately

### ABOUT I-DEV INTERNATIONAL:

I-DEV International ([www.idevinternational.com](http://www.idevinternational.com)) is a global strategy and investment advisory firm with offices in Lima (Peru), San Francisco (USA) and Nairobi (Kenya) committed to unlocking the unique insights, innovation and investment needed to build and scale high-impact businesses around the world. We advise on private sector strengthening initiatives and directly support SMEs (Small Medium Sized Enterprises) in their Seed through Series C rounds to become regional and international leaders. By building these leading businesses and a stronger private sector, we are creating jobs, bolstering local economies, and reducing stressors that drive conflict. I-DEV has worked in over 10 sectors to create game changing impact; however, core areas of expertise include Mobile/Internet Technology, Clean Energy, Sustainable Agriculture, and Emerging Markets Supply Chains.

Founded in 2009, I-DEV has become known as “a unique combination of grassroots development, hard-nosed business and savvy 2.0 smarts”. We have built a network of clients and partners that includes 100+ emerging market and impact investment funds (with over \$10 billion in combined committed capital), Fortune 500 corporations, high impact SMEs, and leading foundations and development organizations.

### POSITION DESCRIPTION AND RESPONSIBILITIES:

We are seeking an experienced Office Manager to help us execute “day to day” office management and operations tasks in the Africa Regional Office located in Nairobi, Kenya. The ideal candidate will have experience in office management and managing local operations (ideally for an international organization). The candidate would be able to demonstrate past experiences developing and executing office and company-wide processes, and be very organized and proactive.

This role works closely with Global Headquarters in San Francisco and the Global Operations Team. Key responsibilities will include:

- Working closely with the Managing Partner, Chief Operations Officer and the Global Operations Team to manage day-to-day office administration tasks
- Conduct monthly accounting and bookkeeping, manage billing processing, and maintain annual budgets and financial reports in conjunction with I-DEV's Global Operations Manager
- Work directly with the Global Operation Manager to ensure timely execution of monthly reporting, budgeting and bookkeeping tasks
- Assist the Global Operations Team with ensuring local compliance of internal policies as well as assist in compliance tasks and general reporting to external authorities
- Work with the Global Operations Team to develop and maintain an internal records management system to track employer and employee records
- Support training and onboarding of new employees by playing key logistics roles in recruiting, interviewing, orienting, and training employees- as well as managing on-boarding process
- Support the I-DEV Kenya office and partner(s) with scheduling meetings, tracking agendas and meeting minutes
- Assisting in the management of travel (including obtaining global and local Visas)
- Track and order office supplies, as needed



**SELECTION CRITERIA:**

Successful candidates will demonstrate:

- Previous experience managing corporate administration, accounting and human resource processes for a growing and dynamic company (ideally international)
- Bachelor degree and accounting accreditation preferred but not required
- Previous relevant experience in bookkeeping for a for-profit company (international experience in emerging markets, a plus)
- Impeccable organizational and time management skills
- Proactive with strong communications skills; must be comfortable working closely with I-DEV senior staff to prioritize office management functions and activities requiring their timely attention
- An interest to grow with I-DEV as it expands its US, Africa and Latin America operations, including taking on new responsibilities, learning international accounting/HR/government filing procedures, and supporting a growing and diverse staff
- Ability to work and deliver high quality performance in an unstructured work environment
- Fluency in Swahili is a plus

**COMPENSATION:**

Please specify salary requirements in your cover letter. I-DEV International provides staff with full health insurance coverage and a monthly stipend for a phone and/or data plan.

**HOW TO APPLY:**

Send your resume with Subject Title **“Office Manager, Africa”** to [careers@idevinternational.com](mailto:careers@idevinternational.com) specifying your interest in the role and why you believe you are uniquely qualified. Cover letter should also include your most recent compensation information (annual compensation from last or current job), and an explanation of why you are applying for this position.

**The rolling application process begins effective immediately.**