



Office Administrator  
Location: Nairobi, Kenya  
Job Reference: OA/OPS/03/2025

## AGRA and its Work

AGRA is an African-led institution that actively supports the drive towards inclusive agricultural transformation and sustainable food systems. We do this by empowering the continent's 33 million small-farming households to transform their agriculture from a struggle to survive to profitable businesses. The continent's farmers regularly face challenges, and we aspire to provide uniquely African solutions that respond to their agricultural and environmental challenges, leading to increased harvests for reduced hunger and more income.

Working in alignment with the development priorities of our focus countries, we enable farmers to access improved and high-yielding seeds, gain knowledge on sustainable farming, and link to profitable markets. In our work, we aspire to build the alliances, partnerships, and networks required to drive an inclusive agricultural transformation. We work with our partners to create an equitable youth-friendly environment that harnesses the youth dividend on the continent to drive growth and facilitate open employment opportunities for young women and men. We achieve our key objectives through a focus on the following four areas of intervention:

1. Policy and state capability - We support governments in creating an enabling environment for private sector involvement in agricultural transformation.
2. Seed systems – We trigger higher productivity by increasing the availability and access to improved seeds by farmers allowing them to increase their harvests for food security and better incomes.
3. Sustainable farming – We support farmers in building resilient farming systems for sustained high yields through interventions such as mechanization and irrigation.
4. Inclusive markets and trade – We work to increase the linkages between farmers, and other market actors for a positive, sustained cycle of commercialization and reinvestment.

## Implementing Our New Strategy Through People

People are the heart of our organization and remain the true drivers of our delivery and our impact.

We work with incredible people and partners who have roots in farming communities across the continent combined with an inclusive and diverse workforce from over 24 nationalities. Our commitment to a call to action goes beyond ourselves as we arise to catalyze African Food Systems' transformation by being *Deeply collaborative, Executing Excellently, Sincerely Constructive, and Increasingly Entrepreneurial* aligned with our values of (I-RISE; Integrity, Respect, Innovation, Stewardship, and Equity).

We are looking for people who are passionate about Africa to join our innovative, growing, and multidisciplinary team. Together, we can grow Africa's food systems by improving the livelihoods of smallholder farmers. Want to join us?



## The Position

### Office Administrator **Job Reference: OA/OPS/03/2025**

The Office Administrator plays a key role in managing the day-to-day administrative functioning of the Nairobi Office, ensuring efficient and smooth operations, and supporting staff and management in their daily tasks. This role is responsible for facility management, administrative purchases & vendor contracts coordination, and supervision of two admin staff.

The ideal candidate will be responsible for ensuring the AGRA HQ office is run in a proactive and effective manner anticipating office needs in addition to overseeing office security and logistics.

### Key Duties and Responsibilities:

- Ensure an efficient, safe, and clean office environment by overseeing cleaning services, office maintenance and furniture and fittings with the assistance of the Office Administrative and Conferencing coordinator.
- Implement office seating plans in consultation with the Senior Administrative Officer and the People and Organizational Development unit.
- Oversee office security to ensure both physical and health safety.
- Facilitate office access control, including granting approval for office access card allocation, office keys assignment, and visitor access cards.
- Oversee third-party off-site storage of AGRA documents and assets, and their access as required.
- Prepare TORs for procurement of goods and services and procurement-related processes to facilitate the onboarding of new administration vendors and procurement of goods and services.
- Provide oversight of office vendors' performance and evaluation of the provision of both goods and services.
- Process administrative procurement documentation as per the administration procurement plan.
- Process invoices payment by verification against budget, allocations, and coordinate approvals.
- With the disposal committee, implement the disposal of old assets guided by the procurement policy.
- Oversee implementation of the office logistics plans as per AGRA vehicle policy, car hire and taxi services Service level agreements.
- Advisory on trip management and field security planning.
- Ensure vehicle log sheets are prepared and maintained daily.
- Provide monthly logistics reports.
- Map office purchasing needs and specifications and process office consumables with the assistance of the Stores & Logistics officer.
- Enforce monthly stores reconciliations and annual stock take.
- Oversee headquarters office statutory compliance to Occupational safety & health.

### Key Qualifications and Experience Required:

- Bachelor's degree in administration, Procurement, Supply chain or Business Management.



- Experience in handling admin-related procurement processes.
- Proven experience in administration/operations is required.
- Must have a good understanding of the supply chain processes.
- Experience in handling office or people security.
- Computer proficiency and familiarity with a range of software applications.
- Familiarity with working for non-profit organizations or public enterprises.
- Demonstrates the ability to effectively coordinate and oversee statutory compliance, safety protocols, security measures, external audits, and team management to maintain a safe, compliant, and efficient office environment while ensuring adherence to relevant laws and regulations.
- Exhibits the ability to effectively manage information and documentation, ensuring proper filing, retrieval, and maintenance of records.
- Demonstrates financial expertise to effectively manage budgets and monitor expenditures.
- Exhibits expertise in efficiently managing and coordinating logistical operations.
- Demonstrates expertise in vendor management that involves establishing, nurturing, and maintaining strategic relationships with suppliers.

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV (including your e-mail and telephone contacts) to [recruit@agra.org](mailto:recruit@agra.org). Please quote the job reference number [OA/OPS/03/2025](#) in the subject line of the application e-mail.

**Applications must be received on or before 25<sup>th</sup> March 2025. Only shortlisted candidates will be contacted.**

For more information on AGRA, visit [www.agra.org](http://www.agra.org).

**AGRA is an Equal Opportunity Employer**