

CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

| | | |
|-------------|--|--|
| Group #: | | |
| Subgroup#: | | |
| Job group#: | | |

JOB TITLE: Camp Administrator

DEPARTMENT/PROJECT: Refugee Assistance Program (RAP)

SUPERVISOR: Finance and Administration Manager

LOCATION/DUTY STATION: Dadaab

DATE OF EMPLOYMENT:

GRADE: F Band 2

JOB SCORE:

I: JOB SUMMARY

Reporting to the Finance and Administration Manager, the Camp Administrator will be responsible for camp administrative functions including promotion of staff welfare, safety and security of staff, supervision of administrative support staff, and management of CARE assets. He/she is the official point person for CARE at the camp level. The camp administrator coordinates with other agencies and all CARE sectors in providing efficient services to the refugee community. The incumbent will be responsible for compiling reports on various aspects and updating management on any development at the camp level. He/she will continuously share information on provision and gaps requiring urgent attention by management.

II: RESPONSIBILITIES AND TASKS

R1: Reporting

- 1.1 Prepare and submit monthly reports to supervisor.
- 1.2 Oversee the usage of camp assets and report the immediate need/defects to the supervisor.
- 1.3 Inform the supervisor on the progress of administration work in the camp regularly.
- 1.4 Submit details of staff monthly kitchen deductions for staff catering to finance office on time.
- 1.5 Update human resource on weekly staff's headcount and other required reports.
- 1.6 Fill in monthly RCW staff movement and submit it to Human resource office.
- 1.7 Prepare monthly RCW muster roll for admin sector and submit it to finance office on time.
- 1.8 Prepare monthly admin inventory reports.

R2: Supervision of Administration Support staff on their daily activities

- 2.1 Coordinating support within various stakeholders at camp level to improve humanitarian response.
- 2.2 Create the necessary interface and linkage with other stake holders within the camp on better service delivery and share updates with management.
- 2.3 Supervise staff under him/her and ensure work is performed well.
- 2.4 Hold staff meetings and discuss work progress, provide guidance and share feedbacks to the supervisor.
- 2.5 Discuss career development and assist staff to develop through providing regular feedback, coaching and recommend formal training needs.
- 2.6 Ensure that all working procedures are adhered to, and planned activities are achieved.
- 2.7 Conduct annual/quarterly appraisals for administration staff under his/her supervision.
- 2.8 Plan and administer leave schedules for contracted staff and incentive staff.

R3: Oversee proper utilization and maintenance of CARE assets by instituting effective Inventory management system.

- 3.1 Maintain monthly, quarterly stock update of sector materials.
- 3.2 Maintain both computerized and manual inventory records for reference purposes.
- 3.3 Ensure monthly, annual and regular services to all copiers/ printers/fridges in different CARE RAP sectors.
- 3.4 Reporting all defects/shortage/theft to the supervisor in consultation with the security focal person in the camp.
- 3.5 Conducting regular inspection in and around CARE compound.

R4: Promotion of staff welfare.

- 5.1 Ensure all staff members are adequately housed.
- 5.2 Encourage staff participation in various sporting and recreational activities.
- 5.3 Ensure privacy of resident staff is observed in the residential compound.
- 5.4 Ensure there is harmony and free environment for all without intimidation and harassment and gender sensitivity is observed by all.
- 5.5 Ensure compound regulations are adhered to without fear or favour.
- 5.6 Ensure compound cleanliness and hygiene standards are met.
- 5.7 Ensure facilitation/coordination of monthly food purchases for the staff welfare.
- 5.8 Ensure coordination/drafting of MOUs for non-CARE staff in the camp.

R5: Emergency response team leader at camp level

- 6.1 Maintains awareness of the security environment at the camp for travel, and recommend actions to improve security where necessary in consultation with security focal person in the camp.
- 6.2 Maintain up to date security updates to staff in the absence of security focal person.
- 6.3 In liaison with the security point person, sensitize advice and brief staff on security issues.
- 6.4 Maintain close working relationship with security-related offices (UN, Government, private security companies, etc.) and staff.
- 6.5 Represent Human resource office in evacuating staff during emergencies in the camp.
- 6.6 Spearhead staff safety and security welfare issues in the camp like advocates for staff gum boots/torches/run coat/candles during floods.
- 6.7 A member of EPP (Emergency Preparedness Plan) committee in the CARE RAP.

R7: To oversee general camp constructions/renovations

- 7.1 Ensure proper usage of all building materials.
- 7.2 Monitor construction work on ground at the camp level.
- 7.3 Identify repair and construction needs and share with the supervisor.
- 7.4 Raise PR(Purchase Request) for all admin items.

IV: AUTHORITY:

Spending Authority: N/A

Supervision: Supervises one Head-cook and 10 Admin RCW including compound cleaners/cooks/electrician and a plumber

Decision Making: Makes limited decisions within prescribed standards

V: CONTACTS/ KEY RELATIONSHIPS:

Internal: CARE staff

External: Field staff of UNHCR, WFP, TDH, NRC,DRC, host community and Government officials

VII: WORKING CONDITIONS:

The position is based at Dadaab with posting to Dagahaley, Ifo or Hagadera camp as well as any other extension camps and program sites. This is a none-family duty station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement between duty station and Garissa as well as inter-camp movement must be under police escort (scheduled convoys), with strict adherence to security rules at all times. It is a six days work station with a compensatory time off according to CTO policy.

The incumbent shall reside in the CARE compound while executing official duties and shall obey and adhere to residential compound regulations.

VIII: QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

Education: Bachelor's degree in Business Administration, Social Sciences or Development studies.

Experience: 3 years of relevant working experience in a busy environment.

Certificate: Computer proficiency in Ms-word and spreadsheet applications.

Competencies

- Good report writing skills
- Human resource management skills,
- Effective communication skills, diplomacy in decision making and ability to write proposals are an added advantage.
- Planning and organizing

Employee Signature: _____

Date: _____

Supervisor's Name & Signature: _____

Date: _____