



CLOSED CALL FOR APPLICATIONS

JOB DESCRIPTION

Job Title	Procurement and Admin Assistant (Temporary role 3-4 Months)
Location	Nairobi
Contract Duration	Temporary (3 - 4 Months)
Supervisor	Human Resource Officer
Job Grade	5

About Us

The Tax Justice Network Africa (TJNA) is a Pan African organisation and a member of the Global Alliance for Tax Justice.

TJNA aims to promote socially just, accountable, and progressive taxation systems in Africa. We advocate for pro-poor taxation systems and the strengthening of tax regimes to promote domestic resource mobilisation. TJNA aims to challenge harmful tax policies and practices that favour the wealthy and those that aggravate and perpetuate inequality.

Purpose of the role:

The Procurement and Admin Assistant role (Temporary) is to provide short-term support to ensure continuity of the procurement process and administrative operations within the organization. By effectively coordinating procurement activities and assisting with purchasing processes, this role ensures that the organization obtains necessary goods and services efficiently and cost-effectively. Additionally, by providing general administrative support to various departments, the Procurement and Admin Assistant contributes to overall organizational productivity and effectiveness. Ultimately, the goal is to optimize resource allocation, enhance operational efficiency, and support the smooth functioning of the organization.

Support to Administrative Functions

- Monitoring the reception desk and attending to guests' needs
- Supervise running of office errands by the courier company / post office
- Follow up on payments of all office bills and utilities to ensure they are paid in time
- Monitoring the switchboard, receiving and allocating phone calls and updating telephone contacts on a regular basis.
- Assist in filing documents as requested.
- Receive and dispatch office mail appropriately.
- Scanning and photocopying of documents as requested.
- Ensure office equipment is well kept and request maintenance service as needed.
- Follow up on supplier payments.
- Assist in scheduling appointments, meetings, and conference rooms.
- Perform additional tasks and projects as assigned by supervisors or managers.

Coordination of Office Supplies

- Sourcing office consumables and kitchen groceries
- Monitor the use of office supplies and make replenishment orders as necessary.
- Maintain inventory for all stock items for updates in the monthly stock reconciliation report.
- Prepare a monthly stock reconciliation report.
- Receiving and checking all goods ordered
- Assist in the Stock counting exercise.
- Assist in cleaning the office and kitchen when the cleaning staff is on leave

Procurement Support (20%)

- Procuring Administration items such as office supplies, furniture etc
- Inventory management- Keep a database for all items in the store and ensure timely replenishment
- Processing Purchase orders and follow-up on approval and share with suppliers
- Invoice processing - verify Invoices against purchase orders and resolve any discrepancies with vendors or accounts payable, post them to the ERP weekly every Tuesday and communicate same with finance.
- Prepare yearly accruals from procurement at the end of the year and share with finance.
- Coordinating the inspection of goods/equipment for the organization by liaising with different user departments and suppliers
- Contract Management - ensure timely renewal of yearly/maintenance contracts such as Lease agreement, internet providers, security, office drinking water etc
- Preparing Request for Quotations and bid analysis for low-value procurements and ensuring approval by respective units of the requests.

Key Accountability Areas:

- Timely preparing of purchase orders.
- Coordinate with vendors for timely delivery and maintain procurement records.

- Negotiate prices, terms, and contracts to ensure value for money.
- Process purchase orders accurately and verify invoices against them.
- Evaluate supplier performance and maintain supplier relations.
- Ensure accuracy and completeness of documentation for goods and services delivered.
- Process invoices for timely payment and resolve discrepancies with vendors or accounts payable.
- Report and resolve office-related malfunctions and respond to requests or issues.
- Provide general administrative support, including managing correspondence, scheduling meetings, and handling phone calls.
- Manage office equipment and facilities, including maintenance and repairs.
- Maintain office supplies inventory and reorder as necessary.

Professional Qualifications

- Bachelor's degree or Diploma Business Administration, or a related field.
- 2- 3 years' experience in HR/administrative function with a Regional Non-Governmental or Governmental Organization or Civil Society set up.
- Excellent written and spoken skills in English.

Required Competencies & Experience

- Proven ability to perform a range of specialized activities in administration and procurement.
- Experience contributing to process improvements supporting the implementation of new systems.
- Demonstrates integrity and consistently models TJNA's values and ethical standards.
- Actively promotes and aligns with the core values, vision, mission and strategic goals of TJNA.
- Displays strong interpersonal awareness, showing sensitivity and adaptability across cultures, genders, religions, races, disabilities, nationalities and age groups.
- Treats all individuals fairly and without favoritism.
- Results-oriented with a strong focus on delivering high-quality outcomes.
- Approaches work with enthusiasm, energy and a positive, constructive attitude.
- Maintains composure and effectiveness under pressure.
- Open and responsive to change, feedback and diverse perspectives.
- Committed to continuous personal and professional development, actively pursuing learning opportunities and applying new skills.

How to Apply:

Does the role description align with your qualifications?

Qualified and interested candidates available for a **short-term (3-4 Months)** engagement are encouraged to



submit their applications using this link:

[Procurement & Administration Assistant \(Temporary\) Application](#)

The closing date for applications is 14th July 2025. Due to the anticipated number of applications, only short-listed candidates will be contacted.