Act2Aid, EU Aid Volunteers for East Africa

Senior EU Aid Volunteer - Finance Administrator in Kenya

Senior
— 1 positions

Deployment dates:
01/06/2020 - 30/11/2021

Kenya

Lead organisation:
ICCO

Closing date:
25/03/2020

The EU Aid Volunteers is an initiative of the European Union. It brings together volunteers and organisations from different countries, providing practical support to humanitarian aid projects and contributing to strengthening the local capacity and resilience of disaster-affected communities. Participants in the EU Aid Volunteers initiative must be over 18 years of age and be a citizen of an EU Member State or a long-term resident in the EU.

DESCRIPTION

This Senior Financial Administrator role is a 18-month volunteering position at ICCO Kenya. The volunteer will be based in Nairobi. The Senior Financial Administrator (FA) is responsible for the financial administration of projects, as well as financial and administrative support to other financial functions as and when required. This will involve being the flag-bearer for following the rules and regulations of the grants, close monitoring to ensure these are kept, that forecasts and budgets are made and updated, and expenditure is correctly allocated and kept within available budgets.

ICCO is an independent non-governmental organization with business features. Our aim is to secure the livelihoods and rights of farmers and small businesses in low and middle-income countries. ICCO consists of a cooperative (2012), a foundation (1964) and the ICCO Group B.V. (2008), all established under Dutch law. ICCO has a decentralized organizational structure in 5 regions in Africa, Asia and Latin America with (sub)regional offices. We are present in 25 countries and run programs in 76 countries.

ICCO Cooperation as part of the ACT has been active in Kenya for 30 years in both humanitarian and development sectors responding to the refugee crisis and supporting local communities in rural areas.
Operational details & security context:

Neighbouring countries relationships:
Kenya considers members of the East African Community her neighbours, though some countries do not border Kenya. These neighboring countries are Ethiopia, Somalia, South Sudan, Tanzania, Uganda, Rwanda and Burundi. Currently, relations with Uganda have improved slightly following the establishment of the East African Community (EAC), but tribal raids into eastern Uganda from Kenyan territory and a decision by Kenya to permit members of Rwanda's former Hutu regime to live in Nairobi are sources of continuing regional tension. The two countries are also engaged in a dispute over the sovereignty of Migingo Island in Lake Victoria, stemming mostly demands for fishing rights, though this is unlikely to lead to open conflict. Low-level tensions also exist with Ethiopia over insecure border regions. Kenya shares with neighbouring countries a high threat from terrorism. There is a continuing risk of terrorist attacks in Kenya, given the country's porous borders, the lack of capacity faced by its security forces and suspicions that Islamist militants operate within its borders.

Threats and Vulnerability Analysis

Terrorism:
Terrorism is a serious threat in Kenya, primarily stemming from the Somali extremist group al-Shabaab. Al-shabaab first targeted Kenya in 2008 but has continued its attacks in retaliation to the Kenya Defence Force's incursion in Somalia. In the past, al-Shabaab had major attacks killing many innocent civilians. In 2015, they attacked Garissa University killing 147 people. In 2013 Westgate Mall in Nairobi was attacked leaving 67 people dead and close to 200 injured. Other smaller-scale attacks targeted specific locations with the intent of harming civilians, particularly Christians. The group has threatened additional attacks on Kenya and continues to demand that the country withdraw troops from Somalia.

Terrorists target places with high population areas where foreigners are found. The most recent terror attack was in Dusit Hotel, 14 Riverside Drive, Westlands, Nairobi on 15 Jan 2019, 21 people were killed.

Islamist terrorist organizations remain active in the country and there is a credible risk of further attacks targeting Israeli and Western interests. Nevertheless, the increased security at embassies and other official targets could lead terrorists to single out 'soft' targets, including hotels and other locations that are popular with tourists.

Kidnapping:
Kidnapping cases have increased over the years mostly directed towards Kenyans with the objective of financial gain. Kidnapping is mostly done by criminal and militia groups. In a few cases, international visitors have become victims. In recent years this has not occurred with the exception of an Italian volunteer worker who was kidnapped in the Chakama area of Kilifi county, in November 2018. This prompted a large security response and manhunt. The
victim is still missing, and there is no known ransom demand. Kidnappings has mainly been reported in areas bordering Somalia.

Petty and violent Crimes
Petty and violent crimes mostly occur in large cities particularly in Nairobi, Kisumu Mombasa. Violent crimes vary from home invasion, burglary, armed robbery, vehicular theft and carjacking. Street crime frequently involves groups of assailants who may track and target a victim based on their appearance, level of awareness and location. Criminals are often armed and will harm victims if they resist. Petty crime like pickpocketing occurs more frequently at night. Pickpocketing takes place in public areas, including clubs, resorts, shopping centers, restaurants, transportation hubs and tourist attractions. Thieves attempt to steal bags from cars idling in traffic or may pose as police officers or security guards. Travelers should request identification from security personnel, if appropriate. Armed robbers have also been known to target individuals who have just withdraw cash from ATMs. Crime levels are also high in Kenya’s coastal regions as these locations are frequented by wealthy expatriates and foreign travelers.

In rural areas crime mainly includes banditry, cattle rustling and ethnically-motivated and is usually not in organized gangs. Cattle rustling, tribal rivalry, ethnic conflict and armed banditry pose significant risks in rural areas, especially the northern region. While outsiders are not the targets of local conflicts in northern Kenya, they must however exercise particular caution in the region, seek up-to-date security advice from local contacts (e.g. local partners) before travel, and travel in convoy to ensure proper back-up.

Other Threats:
Travelling at night and in isolated areas such as empty beaches is strongly discouraged. Travellers are also advised to visit Lamu island by air because of bad road conditions and the occasional presence of armed robbers. For the same reason, overland travel from Lamu to Malindi is not allowed by this policy.

Road accidents
There are many Kenyans who lose their lives in road traffic crashes, about 13,000 annually according to a report by WHO. Road death rate stands at over 30 per 100,000 people. The majority of these people are vulnerable road users – pedestrians, motorcyclists, and cyclists. In addition, nearly one-third of deaths are among passengers – many of whom are killed in unsafe forms of public transportation.

TASKS
Budget preparation and monitoring
- Compile monthly liquidity requests & cash flow projections/forecast on a monthly basis for review and approval by the Regional Accounting Manager before sending to global office.
Financial Administration

- Review the codes on the payment requisitions to ensure they match project and country budgets and ensure completeness of financial documents and review the payments prior to posting to the Financial system.
- Review of staff accountabilities like travel accountabilities, entry in the system and reconciliation on a monthly basis.
- Process payments through the electronic banking system and by cheque.
- Implement and maintain an effective filing system, specifically for digital records in the -Google Drive, to ensure that all financial records are easily accessible and readily available.
- Check and carry out the petty cash counts each month with the Finance Assistant.
- Review and code bankbooks prior to entry into All Solutions for country offices without local Finance staff.

Bank management

- Act as a bank agent. Manage all bank accounts and review the accuracy of bank reconciliation statements on a monthly basis and follow up on any reconciling items.

Audit Facilitation

- Facilitating both internal & external audits and the preparation of financial statements for auditors both office and donor audits.

Apprenticeship:

N/A

Required competences:

- Proactive, self motivated and result driven.
- Being an open and reliable person with high integrity.
- Ability to work independently (plan, prioritize, meet deadlines, communicate) independently) but at the same time being a team player.
- Ability to connect with people of different backgrounds.
- Ability to transfer skills.
- Gender sensitive

SELECTION CRITERIA

Applications are made directly within the sending organisation, please
check out the how to apply section.

Eligibility and exception criteria:
The candidate for EU Aid Volunteers must be a citizen of the EU or a third country national who is a long-term resident in an EU Member State, and must have a minimum age of 18 years.

Availability on dates listed below.

Minimum Requirements:
- At least 3 years working experience in a similar position with an International NGO.

CONDITION OF SERVICE

Learning Opportunities:
- To manage the improvement and simplification of Accounting Processes for a NGO in East Africa.
- Opportunity to acquire experience of working at an international NGO in a developing country.
- Participation in staff meetings and close cooperation with project staff will result in knowledge sharing and learning.
- Security training / pre-deployment induction of ICCO.

Working and Living Conditions:
Working Conditions:
The volunteer will be based in the ICCO Kenya offices in Nairobi.
- Regular working hours shall not exceed 40 hours per week on average, calculated over a four-month period.
- The volunteer shall have access to a dedicated working space in accordance with their task assignment and with agreed-upon safe, secure and healthy working conditions.
- All costs will be covered for the volunteer during deployment, and this includes accommodation in-country for the entire period of deployment, travel, and monthly subsistence payments per month (515.95 Euros per month).

Travel:
- A roundtrip flight from/to the home country will be provided
- The cost of pre-departure preparations, including medical checks, vaccinations, visas, etc., will be provided.
- The volunteer will be covered by a travel insurance plan provided by the sending organization.

Post-deployment:
- A resettlement package will be provided to the volunteer in which a standard of 100 Euros will be provided for every single month spent in-country upon return to Europe, as well as a group debriefing.
Living conditions:
- Accommodation in the cities where deployed will be provided.
- The EU Volunteer shall have a clean lockable room with access to clean water and sanitation facilities. The room shall be located at a reasonable distance from the EU Aid Volunteers main working location.
- To the extent possible, the communication shall facilitate integration of the EU Aid Volunteer into the community and it will enable the volunteer to interact with the expatriate community.
- The EU Aid Volunteers shall have access to means of communication enabling contact to the hosting and sending organisations as well as the volunteer’s relatives
- When travelling in-country in other (rural) areas for work, accommodation in local hotels or guest house will be provided for.

SELECTION PROCESS

Shortlisting and Interviews:
20/03/2020 - 27/03/2020

Interview Process:
The interviews will be held face-to-face or by an online interviewing process.

Expected date decision on outcome:
27/03/2020

TIMETABLE

Date of training:
April/May 2020

Apprenticeship Placement:
N/A

Pre-deployment preparation and induction:
25 May - 27 May at ICCO, The Netherlands

Deployment:
01/06/2020 - 30/11/2021

Post-deployment activities:
Debriefing and follow up

Sectors:
- Food And Nutrition
- Livelihoods
- Resilience