

Position Title: HR and Admin Manager  
Other: Full Time  
Location: Nairobi, Kenya  
Reports To: Chief Executive Officer (CEO)  
Deadline: 31st January 2025

## About AVPA

AVPA is a unique Pan-African network of social investors collaborating to increase the flow of capital into African social investments and ensure its effective deployment for maximum social impact. At a grand scale, AVPA is aiming to address the SDG financing gap on the continent by crowding-in incremental capital, especially private capital, into social investments. We work with a variety of social investors deploying grants, debt and equity (i.e. the continuum of capital) into social investments. These include foundations, corporates, family offices, individual philanthropists, angel investors, impact fund managers, PE & VC funds, bilateral and multilateral donors, governments, DFI's and non-financial service providers. Our network seeks to achieve greater social impact through collaboration, exchange of best practices, and enhancing skills and knowledge in innovative finance approaches/models.

AVPA has its headquarters in Nairobi, with regional offices in Johannesburg and Lagos. AVPA is aligned with sister networks across the globe in Europe (Impact Europe formerly EVPA), Latin America (Latimpacto) and Asia (AVPN)

## Role Overview

We are seeking a highly organised and proactive Human Resource and Administration professional to manage our HR and Admin functions. This individual will play a crucial role in developing and supporting the HR element at AVPA, during a critical growth phase. In this role, the candidate will work closely with other members of the Executive team and the Pan African board. The ideal candidate is a detail-oriented mature professional with exceptional emotional intelligence and organisational skills, a strong understanding of HR and admin processes, and the ability to handle confidential information with discretion.

## Key Responsibilities:

### HR Management

- Lead in the recruitment process, including posting job openings, screening resumes, and coordinating interviews.
- Lead with the termination of contracts, disciplinary action and regular institutionalised performance reviews.
- Develop training and onboarding material
- Support new hire onboarding, ensuring a smooth and welcoming experience for new employees.
- Maintain employee records, ensuring all information is up-to-date and accurate such as employment contracts and PTO requests.
- Assist with employee relations and communication, providing support for HR initiatives and programs.
- Coordinate and schedule HR-related meetings and training sessions.
- Help develop and implement HR policies and procedures in alignment with company goals and regulations.
- Lead on employee wellness initiatives.

### General Administrative Duties

- Provide comprehensive administrative support to the CEO, coordinate and maintain the CEO's calendar, scheduling appointments, meetings, and events.
- Arrange complex travel itineraries and accommodations for the team, ensuring all details are meticulously planned.
- Assist in the preparation and management of the CEO's expense reports.
- Support the CEO on matters related to the Pan African board and Executive Committee.
- Act as a liaison between the CEO and internal/external stakeholders, maintaining professional and effective communication.
- Provides routine administrative support for daily operations, performing other administrative tasks and special projects as assigned by the leadership team. These include but are not limited to contracts, supplier relationships and management team support.

## Qualifications

- A Bachelor's degree in Human Resources, Business Administration or a related field is preferred. A master's degree will be an advantage.
- Minimum of 5 to 7 years of HR experience is required. Administrative experience is an added advantage.
- Proficient in Microsoft Office and Google Suites
- Familiarity with HR software.
- Basic knowledge of labour legislation
- Exceptional organisational and time-management skills, with the ability to prioritise tasks and meet deadlines.
- Strong written and verbal communication skills.
- High level of discretion and confidentiality.
- High energy level: self-starter, able to work independently and collaboratively with high motivation and minimal supervision.
- Detail-oriented with strong problem-solving abilities.
- Highest personal integrity and reliability
- Maturity to tolerate nuance, handle competing priorities and communicate with executive-level leadership
- Successful experience working with people from different cultural backgrounds

This job description is written at a specific time and is subject to change as the demands of the business and the role develops. The role requires flexibility and adaptability and employees of the organisation need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

## Application Process:

Interested candidates should submit a resume (no more than three pages) and cover letter (no more than one page) detailing qualifications, experience and their interest in working with us [on this form](#) by 5 pm East African Time on 31st January 2024.

Send your complete application package to: [jobs@avpa.africa](mailto:jobs@avpa.africa) with the email subject line reading – Application to AVPA's HR and Admin Manager.

AVPA is an equal opportunity employer and values diversity in the workplace. We encourage all qualified candidates to apply. Join us in shaping a sustainable and impactful future for Africa.