Office Manager - FIND-Dx Kenya

Organization
The Foundation for Innovative New Diagnostics (FIND) is an international non-profit organization based in Geneva, Switzerland, that supports the development and accelerated access of diagnostic solutions for diseases that are associated with poverty, in low- and middle-income countries. In an effort to enhance its contribution to healthcare delivery in Africa, FIND has recently been registered in Kenya as an International NGO, and named FIND-Dx Kenya.

Overall objective
FIND’s vision is a world where diagnosis guides the way to health for all people. The FIND team is devoted to driving the development, clinical trialing, and implementation of innovative diagnostic solutions that can have a high impact on patient care and disease control in low-resource settings. The diseases we have been working on include tuberculosis, malaria, sleeping sickness, Leishmaniasis, schistosomiasis and Chagas disease, and have recently expanded the scope to include acute febrile syndromes, hepatitis C, and other neglected tropical diseases in The London Declaration¹ of 2012. FIND also plays a key catalytic role in ensuring that global laboratory networks are prepared for the introduction of new technologies.

As the Office Manager for FIND-Dx Kenya, you will work under the supervision of the Executive Director of FIND-Dx, Kenya.

This position is based Nairobi, Kenya.

Job description
Financial functions
- Help the Executive Director to produce budgets, forecasts and financial reports,
- Manage banking functions,
- Accounting and record keeping for the regional office
- Responsible for maintaining a system of internal controls,
- Ensuring compliance with donor reporting, monitoring and accounting requirements.

Administrative and HR functions
- Provide support and policies to the regional Office on all issues relating to human resources (recruitment, payroll, policies and any other HR activities),
- Follow up of insurance contracts,
- Manage all site facilities and logistics,
- Follow up of all taxation and tax returns.
Support governance
Contact person for all legal, tax and governmental authorities

Requirements

- Chartered Accountant or other professional Finance qualification
- Minimum of 5 years’ working experience in NGO or Research Institutions performing similar functions. International background would be an added advantage.
- Knowledge of all relevant tax and other legal regulations for NGOs
- Work well in teams of multi-cultural backgrounds; effective communication.
- Superior problem solving skills.
- Represent the FIND policy and goal of being an honest, transparent broker in the global health field.
- Interpersonal, written and verbal communication skills. Team oriented.
- Languages: fluent in English. French would be an added advantage.
- Computer skills: MS Office including advanced level of Excel, knowledge of MS Dynamics NAV an advantage.

Terms
Contract for one (1) year, renewable depending on performance.
Salary will depend on experience and qualifications.
Interested applicants should send in their applications plus comprehensive CVs and copies of certificates and testimonials by e-mail to hr@finddx.org before Friday, 15th May 2020.