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ADRA Kenya Job Advert No. ADRA19-02: Leadership Employment Opportunity

Announcing the opportunity for the position of  
**Assistant Country Director, ADRA Kenya**  
(See attached job description)

**Who we are:**

ADRA Kenya (the Adventist Development and Relief Agency Kenya) is a faith-based agency that strives to demonstrate God's love and compassion. We work to change the lives of people in need so profoundly so that they can help themselves and create positive change around them.

**Who we are looking for:**

We are looking for someone who desires to serve those in poverty and distress with leadership skills in a professional Christian Adventist humanitarian agency. This position is to be understood in terms of an internship or training opportunity, working closely with the Country Director (CD) to understand leadership in ADRA.

**Position details:**

**Position title:** Assistant Country Director.

**Employment:** The successful applicant will be employed by the East Kenya Union Conference of Seventh-day Adventists and will be seconded to ADRA Kenya.

**Duty Station:** Nairobi.

**Start date:** Immediately.

**Supervisor:** Country Director.

**Candidate profile:**

- \* Professional/academic qualifications that would support management and leadership in a community development and humanitarian organization.
- \* Demonstrated experience in development or allied fields.
- \* Excellent communications skills with a strong command of written/spoken English.
- \* Computer skills including knowledge of Microsoft Office.
- \* Structured, creative, flexible, and detail-oriented.
- \* Organizational and leadership skills
- \* Able to prioritize and meet deadlines.
- \* Sensitive to cultural and international issues

**To Apply:**

Interested candidates are advised to apply online by sending their CV/resumé and cover letter responding to the job description to [director@adrakenya.org](mailto:director@adrakenya.org). Applications close at the discretion of ADRA Kenya, but it is expected to be at the beginning of January 2020.

*Thank you for your interest in serving with ADRA Kenya.*

**ADRA KENYA**  
**JOB DESCRIPTION: ASSISTANT COUNTRY DIRECTOR**

**Reports to:** ADRA Kenya Country Director. **Supervises:** None.  
**Qualifications:** Master's Degree preferred in the field of development or administration.  
**Experience:** At least 2 years administrative and international/community development work experience, preferably with Adventist Church leadership experience.  
**Language:** English fluency required.  
**Job Summary:** Ensures achievement of the purpose of ADRA Kenya. This position is to be understood in terms of an internship or training opportunity, working closely with the Country Director (CD) to understand leadership in ADRA.

**1. STRATEGY - Vision, Planning and Design**

**Desired Outcome:** The vision and strategic direction of ADRA Kenya is known and understood.

**Work Guidelines**

1.1 Assist the CD in developing, promoting and implementing the Strategic Plan.

**2. STEWARD - Resource Management**

**Desired Outcome:** ADRA Kenya's programs are supported with good governance.

**Work Guidelines**

- 2.1 Assist the CD with ADRA Kenya's governance and management meetings.
- 2.2 Understand the development, application and communication of ADRA Kenya's policies.
- 2.3 Participate in evaluation processes, program performance and impact monitoring.
- 2.4 Support information management systems.

**3. TEAM BUILDER – Resource Development**

**Desired Outcome:** ADRA Kenya personnel are working harmoniously and productively.

**Work Guidelines**

- 3.1 Assist in recruiting, orienting and coaching processes.
- 3.2 Assist in development/implementation of risk management for human/physical resources.
- 3.3 Coordinate the provision of technical assistance to work teams/programs.

**4. COMMUNICATOR – Relationships and Support**

**Desired Outcome:** Relationships with all stakeholders are developed.

**Work Guidelines**

- 4.1 Foster strategic relationships with key stakeholder personnel.
- 4.2 Participate in selected Adventist Church meetings to promote and integrate ADRA Kenya.
- 4.3 Ensure required reports and stakeholders' answers are prepared.
- 4.4 Support fundraising initiatives and officially represent the agency when requested.

**5. QUALITY OF LIFE PROMOTER – Values and Spirituality**

**Desired Outcome:** Management demonstrates integrity, accountability, transparency and Christian values in their conduct, with a healthy work-life balance.

**Work Guidelines**

- 5.1 Promote Christian values in work activities and build values and spirituality.
- 5.2 Promote positive approaches to relationships, and a healthy lifestyle among colleagues.