



VVOB - Education for Development – Operations and Procurement Officer_ACSL

Who are we?

- **VVOB – education for development is an international non-profit organisation with over 40 years' experience in strengthening the quality of education systems in Africa, Asia and South America in close partnership with ministries of education and their institutions. Our head office is based in Brussels, Belgium.**
- We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. The ACSL team works toward this goal by providing Technical Support to governmental and other education actors across Africa. In doing so, we ensure capacity building of governmental and other education actors.
- Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?
- We are looking for an Operations and Procurement Officer for the African Centre for School Leadership (ACSL) who will operate from our office in Nairobi, Kenya. Do you want to take on this challenge? Then continue reading!

Position in the organisation

- As an operations and procurement Officer you contribute to this ambition and these values by taking initiative whenever necessary to provide quality administrative and logistical support to the African Centre for School Leadership (ACSL) You provide technical and guidance on this domain within VVOB and outside.
- The operations and procurement Officer reports to the Operations Manager.
- You are part of and work closely together with members of the operations team in VVOB Kenya and African Centre for School Leadership (ACSL) in particular

Result areas of this position:

- You provide administrative and logistical support to the African Centre for School Leadership- (ACSL) project and other projects on a need basis, including procurement of services, travel arrangements for field activities, arranging meeting venues and training materials, and communicating progress to relevant team members and external partners.
- You prepare budget and fund requests for project training activities together with the team and address them to the Operations Manager.

- You ensure good project administration, and preparation of invitation letters, including managing project materials and supplies, file management (E-folders on MS TEAMS and SharePoint), and other related tasks and you indicate areas for improvement where relevant.
- You support the procurement, logistics and administration of workshops and capacity-building activities for external partners.
- You maintain a tracker of key action points agreed upon at project meetings and disseminate the progress of implementation.
- You prepare timely payment request for suppliers and partners, preparation of purchase orders and workshop budgets, submission of workshop reports, and any other required project reports.
- You participate in the ACSL project throughout the Continuous Professional development process as well as in different TPD models such as field work for classroom observation and teacher coaching and reporting and documenting on reflection results.
- You comply with VVOB's internal procurement, financial and related policies, and guidelines in the execution of your tasks.

Curious to know more, click on the vacancy for more information and to check relevant skills and experience needed !

