



VACANCY ANNOUNCEMENT

ABOUT MERCY CORPS:

Mercy Corps is powered by the belief that a better world is possible. To do this, we know our teams do their best work when they are diverse, and every team member feels that they belong. We welcome diverse backgrounds, perspectives, and skills so that we can be stronger and have long term impact.

GENERAL PROGRAM SUMMARY:

Mercy Corps' Agri Fin Program seeks to address the inclusion gap for smallholder farmers who lack access to affordable, accessible, demand-driven products and services that drive higher productivity and income for farm families. The Agri Fin program utilizes a market ecosystem approach, working with carefully selected partners to build sustainable models, where farm and crop management tools and financial services are "bundled" in affordable, unified platforms leveraging digital channels to promote mass uptake commercially. The program involves three interrelated components that seek to address low farmer productivity and capability and improve institutional ability to deliver appropriate products and build ecosystems to drive scale. We work with farmers, banks, mobile network operators, MFIs, research institutes and other ecosystem players in well-defined partnerships to sustainably bundle services, leveraging the offer and outreach of all partners, while increasing the range of services, access points and value for farmers. The program works with partners to identify, prototype, test and scale successful digitally enabled services for smallholders, with a key focus on expanding access to financial services, using a rapid iteration approach to product development and client-centric design techniques.

Our project goal is for smallholder farmers to gain full access to impactful, demand-driven, technology-enabled financial products, tools, channels, and knowledge that significantly increase farm productivity and family income, delivered by vibrant ecosystems of diverse service providers. Program operations are taking place in five countries anchored around a central "Hub" office in Kenya, expanding to serve Tanzania, Zambia, Nigeria, and Ethiopia, with potential to expand to other Mercy Corps countries, globally.

Results and learning from this body of work can be found on the www.mercycorpsagrifin.org website.

We are presently looking for a committed and dynamic graduate trainee to take up the position of an

Operations Assistant.

GENERAL POSITION SUMMARY

Operations Department provides key support to the entire program in procurement, asset management, warehouse management, fleet management and facilities & office management for successful program implementation.

General Department Summary

The Operations assistant is responsible for supporting execution of Procurement & Logistics functions of Mercy Corps' Agri fin Program, in close collaboration with the Programs, Finance and Operations teams. The operations assistant is instrumental in supporting program activities through their services.



Essential Responsibilities

Fleet:

- Perform the role of program driver.
- General management of program vehicle.
- Ensure that the program vehicle is safe and road worthy.
- Responsible for monthly compilation and submission of log-sheets.
- Schedule vehicles use to meet programmatic and operational needs.
- Maintain vehicle board daily.
- Oversee fuel consumption purchase and tracking including coordination with fuel station(s)
- Organize regular service schedules for vehicle. Maintain service schedule files.
- Ensure security measures for vehicle such as parking, storage of keys, emergency supplies, etc. are well managed.
- Ensure that security incident reports are completed and filed (if related to vehicles)
- Manage the program vehicle and transport needs according to the Field Fleet Management Manual.

Procurement:

- Daily support of MC procurement activities as assigned by supervisor.
- Assists staff as needed on creating clear and understandable purchase requests and other procurement supporting documentation.
- Perform procurement solicitation activities as assigned by supervisor.
- Prepare the required documentation of supplies and transactions, ensuring they are completed to Mercy Corps standards.
- Identify assets during the procurement process and ensure proper recording of assets upon receipt.
- Conduct themselves both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission.

Asset:

- Track and safeguard all program and donor assets according to the Field Asset Management Manual.
- Conduct asset registration, asset tagging, asset issuance, asset transfers and asset disposal.
- Keep proper assets files as per the organization's asset management policy.
- Conduct periodic asset verification, reconcile the data, and generate report(s) accordingly and as required.

Accountability to Participants and Stakeholders

Mercy Corps team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to international standards guiding international relief and development work. We are committed to actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects.

Minimum Qualification & Transferable Skills

- At least diploma in supply chain management, logistics, administration, or relevant business-related field.
- Valid drivers' license with proven active driving experience of at least 2 years, with a clean driving record.
- 1-2 years of experience in procurement.
- Strong organizational skills.
- Ability to interact effectively with international and national personnel.
- Excellent oral and written English skills.
- High computer skills on MS Office programs, especially in MS Excel.
- A demonstrated ability to multi-task and process information into action as to not delay program activities.



- A clear understanding of procurement ethics is essential.

REPORTS DIRECTLY TO: Operation Manager

SUPERVISORY RESPONSIBILITY: None

WORKS DIRECTLY WITH: Finance, Program and MERAL teams

SUCCESS FACTORS:

The ideal candidate will have a strong curiosity for understanding. S/he will be an excellent communicator, multi-tasker, and able to work in ambiguous situations. S/he will be a tolerant and flexible individual able to work in difficult and stressful environments and follow procedures. S/he will be a team-player with a positive attitude toward problem solving and conflict resolution. The successful candidate will be focused on team-building; be a strategic thinker, have strong skills in project management and maintain a sense of humor.

Mercy Corps interns and volunteers represent the agency both during and outside of work hours and are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives. We recognize that diversity and inclusion is a journey, and we are committed to learning, listening, and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics

Mercy Corps team members are expected to support all efforts toward accountability, specifically to our stakeholders and to international standards guiding international relief and development work, while actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects. Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venue.

Interested candidates who meet the above required qualifications and experience should submit a cover



letter, detailed curriculum vitae (CV) listing three professional referees (including a recent supervisor) on or before Friday 30th September 2022 by 5.00pm. Click [here](#) to apply.

(Applications will be reviewed on a rolling basis. We will only get in touch with shortlisted candidates)

NB: Mercy Corps AgriFin Program does not charge any fee at any stage of the recruitment process