

## **Contracts and Admin Officer - Terms of Reference**

### **1. Who We Are:**

Digital Opportunity Trust (DOT), is an International Non-profit Organization headquartered in Ottawa, Canada, which fosters digital inclusion for leadership, economic empowerment, and climate action among young women and men in Africa and the Middle East. DOT is a vibrant youth-driven community of trailblazing social pioneers equipped with the necessary tools, knowledge, and networks to create opportunities and drive transformation within their communities. We strive to foster youth potential, bridge digital gaps across communities, and inspire young individuals to partake in an all-inclusive digital economy. As catalysts of development for over 23 years, our impact extends to over 25 countries.

In an upcoming, youth-focused project, DOT will be providing funding to 70 local organizations across Africa to implement innovative projects that contribute to youth agency, well-being and economic empowerment. This funding will be complemented by a virtual program that surfaces learnings, strengthens the capacity of local organizations, and deepens youth engagement in local innovation.

### **2. The Opportunity:**

DOT is seeking a motivated and experienced Contracts and Admin Officer to be based in Nairobi, Kenya; to play a crucial role in supporting the projects' administrative functions. The role includes developing and managing partner contracts, providing HR and project administration support and negotiating and implementing agreements. The Officer will ensure that administrative tasks are carried out efficiently, supporting the smooth execution of the project.

### **3. Terms of Reference:**

- i. Develop partner contracts in line with the project's requirements and legal frameworks.
- ii. Maintain a comprehensive database, tracking key milestones, deliverables and deadlines.
- iii. Provide administrative support to project staff.
- iv. Facilitate logistical and procurement arrangements for project activities, including travel, accommodation and event planning.
- v. Assist in the preparation and submission of project reports, ensuring accuracy and timelines.
- vi. Support onboarding processes for partners, including contract preparation and orientation.
- vii. Implement agreements in coordination with project teams and partners,

- monitoring progress and ensuring adherence to contractual obligations.
- viii. Customize and manage contracting templates for each partner, adapting them to local contexts and regulatory requirements.
- ix. Support the Senior Finance Officer to review partner reports.
- x. Address any contractual issues or disputes that arise working with legal and project teams to resolve them.

#### **4. Criteria:**

Candidates submitting their application for consideration as Contracts and Admin Officer will be required to meet the following criteria:

- Minimum of 3-5 years of experience in contract management, project administration or related role, preferably within an international development context.
- Strong understanding of contract law and negotiation processes.
- Proficient in Microsoft Office Suite and contract management software.
- Strong communication and interpersonal skills.
- Ability to work independently and manage multiple tasks simultaneously.
- Ability to accurately develop, review and manage contracts and administrative documents.
- Capability to address and resolve issues related to contracts, administration and HR.
- Ability to work effectively with diverse teams across multiple countries.

#### **Application Process:**

To apply, please submit your application through this Google Form - <https://docs.google.com/forms/d/e/1FAIpQLSdxM71M2VWhlfmdvL7eKopKCZWaUjh7xgySSdKIPP9oF9S2mQ/viewform> (A Gmail account is required to view this form and upload documents) by **October 31st, 2024**. While we appreciate all applications, only those shortlisted for an interview will be contacted.

DOT celebrates diversity and is dedicated to cultivating an inclusive environment that values cross-cultural understanding. We strongly encourage applications from women, people with disabilities, and/or those with intersectional identities. DOT ensures accommodations for individuals with disabilities during the recruitment and selection process. Please indicate any need for accommodations in your application.