

Renewed Partnership for Sustained Health Outcomes

Organization	Health NGOs Network (HENNET)
Title	Administrative Volunteer
Reports to	Partnerships & Resource Mobilization Coordinator
Location	Nairobi, Kenya
Job Type	Temporary
Assignment duration	One Month

Background

The Health NGOs Network (HENNET) was founded in 2005 and registered in 2007 as an NGO with a goal of coordinating and networking the CSOs in the health sector. This came as a result among the players that a common platform among the CSOs dealing with health-related issues in Kenya was necessary for purposes of collaboration, sharing of experiences and advocacy. HENNET has a membership of over 112 members as of 2023 which comprises of both local and international Non-Governmental Organizations (NGOs), Faith-Based Organizations (FBOs) and Research Institutions working in all the 47 Counties in Kenya but all focused-on health and health related issues. The various members have diverse health-related interests but all share on the vision of having a healthy Kenyan society.

HENNET has a zero tolerance Policy on Corruption and Sexual Exploitation, Abuse and Harassment.

Vision: Vision: A healthy and empowered Kenya Society

Mission: As a network we promote civil society's roles and engagements to transform Kenya's health sector.

Duties and Responsibilities

1. Clean up HENNET membership files and database
2. Generate a HENNET master Health CSO list
3. Verify list of registered members
4. File/backup the membership application documents
5. Support in administrative roles as assigned by Administrative Assistant
6. Any other duty as required by the supervisor in line with the post and relevant to the achievement of the HENNET's objectives.

General roles

- Abide by the HENNET code of conduct
- Work flexibly across teams and programs as may be required from time to time.
- Reflect HENNET's values in his/her work.
- Represent HENNET as per the direction given by the organization
- Undertake any other relevant office errands/duties assigned to you.

Skills and Experience

Essential skills

- A Diploma in either of the following fields: - Administration, Public Relations or any other related field

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- Knowledge of health and development trends shall be a added advantage.
- Excellent written and verbal communication skills in working languages.
- Proficient in Microsoft Office.

Other desirable skills

- Honesty and strong ethics are required in order to be successful in this position.
- Ability to work independently and as part of a team.
- Demonstrated capacity and willingness to learn – open to learning new ways of doing things.
- Firm belief in teamwork, gender equality, participatory approach and sustainable development.
- Planning and management skills.
- One who will work with minimal supervision.

Working Relations Internal: Interacts regularly with the Partnerships & Resource Mobilization Coordinator & Administrative Assistant.

External: Interacts HENNET members.

How to apply: *Please apply with your CV, copies of certificates and cover letter as one file with the Job Title of Position Applied for on the subject line to the Human Resource: recruitment@hennet.or.ke to be received not later than 25th August 2024 at 5.00pm.*