1. ABOUT THE VACANCY

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<tr>
<th>Name of the position:</th>
<th>Administrative and Commercial assistant</th>
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<td>Reports to:</td>
<td>Executive Director</td>
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<td>Work place:</td>
<td>Futbol Mas Kenya office in Mathare</td>
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<tr>
<td>Timing:</td>
<td>Full time, 3 months’ probation with possible extension until end of year. Starting February 3th 2020</td>
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<td>Application deadline:</td>
<td>Sunday 26th of January 2020</td>
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2. INTRODUCTION

Founded in 2008 in Santiago de Chile, we have grown into an international Sport for Development NGO with presence in 9 countries: Chile, Peru, Ecuador, Haiti, Paraguay, Mexico, France, Dominican Republic and Kenya. Every week about 9,500 children participate in our programme in challenging environments throughout Latin America, the Caribbean, Europe and recently also Africa. We’re a social and community-based programme using football as a vehicle for social change, inspiration and happiness. For more information go to http://www.futbolmas.org/en/.

At the moment we work in two communities of Nairobi, one in Mathare and one in Kibera. At the community levels the team of Futbol Más professionals consists of physical education or sports professionals and social sciences professionals (psychologist, social worker or related careers). As an office, we are growing into a regional office and aiming to increase our reach and partnerships.

3. JOB DESCRIPTION

As commercial and administrative assistant you will work closely with the executive director, as well as with our accountancy supervisor. This is an exciting opportunity if you are a young professional with a commerce background who feels numbers and projections in excel, the private sector and a lot of creativity and proactive entrepreneurship can and should also contribute to a better world and can
transform lives. In Futbol Más we approach our work and the expertise we offer as a valuable asset that we can market in the benefit of children, youth and communities who generally are overlooked and forced to work twice as hard as others to thrive.

In this role you would be working with the executive director to deploy and follow up on a commercial strategy to establish diverse partnership models, products and services to offer to sustain the work of Futbol Mas in Kenya and the region. Only condition is think local, dream big. You will get the opportunity to learn in a dynamic and inspiring environment and build your experience both personally and professionally.

Your main responsibility will be to monitor progress of our commercial strategy, research and go after commercial intel, come up with innovative and creative ways of partnering with different types of organizations across the private and public sector, as well as at the individual level. At the same time you will assist in and learn about basic accounting and financial reporting and management as you will also be involved in the management of current partnerships.

4. KEY ROLES, RESPONSIBILITIES and COMPETENCIES

✓ Monitor progress of commercial leads
✓ Develop proposals and pitches for commercial meetings
✓ Understand and be able to pitch the Futbol Más model to different stakeholders
✓ Conduct efficient and productive research to generate meetings and other partnership opportunities, as well as informing future strategic commercial decisions
✓ Prepare monthly financial report
✓ Assist in the correct filing and updating of accountancy
✓ Prepare partnership reports and proposals
✓ Have an aesthetic eye for quality, detail and correct and clear communication

CROSS CUTTING COMPETENCIES

To thrive in Futbol Mas and discover yourself further professionally and personally, you will need / get the opportunity to build the following skills:

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<th>Internal strengths</th>
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<td>Be flexible and resilient (especially to operate and connect with people from the community)</td>
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<td>Be proactive and take initiative</td>
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Think strategically
Be goal and quality oriented (with an eye for detail)
Manage your emotions
Positive energy
Be well organized and structured when planning and implementing an activity

Relational strengths
Horizontality in all relationships (within the team and with others)
Communicate by connecting, listening and dialoguing with people
Take leadership and work as a team at the same time
Be assertive and professional in your communication and behaviour

Technical strengths
Capacity to vision and project strategically towards community ownership and management
The ability to analyse situations, people, documents and numbers
Fluent in working with Office applications, mainly outlook, word, excel and powerpoint
Being conversant with task management and accounts software such as KanBan Flow and Salesforce is an asset
Fluent in Swahili and English. Knowledge of French and/or Spanish is an asset
Knowledge on social and/or sports programming is an added value

EDUCATION:

| Formal studies / careers studied | 1. Commerce  
2. Marketing  
3. Social entrepreneurship  
4. Accountancy  
Or related careers |
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<td>Additional Education:</td>
<td>Life skills for team work, flexibility and resilience</td>
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<td>Minimal working experience desired:</td>
<td>1 year (not compulsory)</td>
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We are not a competitive football development programme and in this position there is no need to be “football”-literate. Futbol Mas is a gender sensitive organization and also welcome women to motivate themselves to apply for this position as we strive to not only have a multifunctional team, but also a gender balanced team.

If you are interested to be part of our team in these historic steps of Fútbol Más on the African continent, send us your CV, cover letter and salary expectation to recruitmentkenya@futbolmas.org.