**Job announcement: Administrative, Finance, and Logistics Officer**

**Position Overview**

Job Title: Administrative, Finance, and Logistics Officer.

Work Location: Nairobi, Kenya.

Contract Type: Full-time.

Contract Duration: One year.

Deadline: May 4, 2025.

**Organizational context**

Founded by two Black women in the aftermath of the 2020 Black Lives Matter protests around the world, the African Futures Lab works to advance demands for racial justice for Africans and Afro-descended people. We pursue the recognition and reparations of global racial injustices through rigorous, empirically grounded knowledge exchange across Africa and Europe. Our work includes research, "Mobilization Labs" with partner organizations, and advocacy.

These initiatives aim to hold states and private actors accountable for the enduring effects of colonialism and slavery in Europe and Africa. Our current projects centre on racial justice and its intersections with gender rights, climate justice, and socio-economic inequalities.

Learn more about AfaLab on [our website](https://www.afalab.org/) or follow us on [Instagram](https://www.instagram.com/african_futures_lab?utm_source=ig_web_button_share_sheet&igsh=ZDNlZDc0MzIxNw==) and [LinkedIn](https://www.linkedin.com/company/african-futures-action-lab/posts/?feedView=all).

**Main Responsibilities**

As the Administrative, Finance, and Logistics officer, you will play a key role in the organization's management, financial strategy, and administrative compliance.

* **Financial Management**
* Oversee office accounting;
* Ensure periodic financial reporting;
* Manage cash flow and banking relationships;
* Conduct cost analysis and resource allocation;
* Prepare financial reports for funders.
* **Administrative Management**
* Process invoice payments and assign accounting codes;
* Develop and monitor procurement procedures;
* Ensure compliance with the office's regulatory obligations.
* **Logistics Management**
* Provide logistical support to ensure smooth operations;
* Provide logistical support in the organization of events.

**Required qualifications**

* Bachelor's degree in finance, accounting, or management.
* Minimum of 3 years of relevant experience, preferably in the international development sector/ human rights sector.
* Familiarity with racial justice and human rights issues.
* Excellent command of English (C1 spoken and written) with a good command of French (writing and speaking proficiency required).
* Excellent organizational skills.
* Strong analytical and synthesis skills for effective reporting.
* Autonomous, proactive, detail-oriented, and rigorous.
* Ability to structure work and prioritize tasks.

**We seek a colleague who:**

* Thrives in a small, dynamic team environment.
* Demonstrates exceptional interpersonal skills and the ability to foster collaboration.
* Is committed to justice, integrity, creativity, reliability and optimism.
* Dedicated to advancing AfaLab’s mission.

If you’re enthusiastic about making a difference, we encourage you to apply by **May 4, 2025.**

Please send a cover letter and CV, including names and contact information of **t**wo references, to info@afalab.org with the subject **"Application: Administrative, Finance, and Logistics Officer."**