The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) delivers research-based solutions that harness agricultural biodiversity and sustainably transform food systems to improve people’s lives. Alliance solutions address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation. With novel partnerships, the Alliance generates evidence and mainstreams innovations to transform food systems and landscapes so that they sustain the planet, drive prosperity, and nourish people.

The Alliance is part of CGIAR, a global research partnership for a food-secure future.

Position Summary:
The Operations intern will assume the responsibilities of front office operations and general office administration support. The incumbent will ensure efficient and effective support in office coordination for excellent management of the CIAT front office.

Duties and Responsibilities
- Attending to all General inquiries from external persons and directing them to the relevant staff or department.
- Receiving visitors at the reception and attending to them appropriately.
- Professional management of office calls.
- Ensure that the Front Office is well maintained, neat and clean at all times and that reception articles are well displayed.
- Liaising with Gate Security to ensure official visitors are ushered in without delays.
- Coordinate general housekeeping of the office premises and follow up on all maintenance needs.
- Managing the Kitchen Supplies to ensure availability and timely replenishment.
- Facilitating and supervising the outsourced office cleaners to ensure the office cleaning service.
- Management of mailing system with Contracted Courier and regional offices to facilitate inbound and outbound mail and parcels including internal and external distribution.
- Managing bookings and usage of the meeting rooms.
- Participate in coordination of security related matters.
- Data Analysis and maintaining information and records.

Qualification and personal attributes
- Recent Degree in Business Administration/Procurement Management or other relevant Courses.
- At least six (6) months’ experience in a similar position.
- Good command of MS Office applications with ability to learn new applications.
- Good written and oral communication skills.
- Fluency in English.
Terms of Employment:
This is an internship position based in Nairobi, Kenya. The initial contract will be for period of three (3) months, and is renewable for a further 3 months depending on performance and availability of resources. The Alliance offers a multicultural, collegial research environment. The Alliance is an equal opportunity employer, and strives for staff diversity in gender and nationality.

How to apply:
Applicants are invited to visit http://ciat.cgiar.org/ciat-jobs to get full details of the position and to submit their applications. Applications should include reference number: OP-2635 – Operations Intern as the position applied for. Application letter and CV should be saved as one document using the candidate’s lastname, firstname for ease of sorting.

The Alliance does not charge a fee at any stage of the recruitment process (application, interview meeting, processing or training). The Alliance also does not concern itself with information on applicants' bank accounts.

Applications closing date: 15th May 2020

Please note that email applications will not be considered.

Only short listed candidates will be contacted.