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## Operations Associate

### About GMin

[Global Minimum Inc. \(GMin\)](#) is a growing nonprofit organization that runs innovative learning programs for young people in Africa between the ages of 13-24 years. Its two programs in Sierra Leone and Kenya - the Innovation Lab (InLab) and the Innovation Challenge (InChallenge) - enhance critical and creative thinking, promote civic engagement, strengthen STEAM literacy and develop entrepreneurship and leadership skills in youth.

GMin is a vibrant growing organization in an important, fast-expanding space with great growth potential. The Operations Associate will join a team of dedicated staff who are continually seeking innovative ways to improve learning outcomes and employability amongst African youth. GMin aims to rapidly expand within the country and throughout the African continent in the next 5 years and is looking for curious, creative and committed people to join us on this journey!

### About the Role

The Operations Associate will work closely with the GMin team and liaise with the Operations Director. The candidate MUST have at least 3 years of Bookkeeping experience.

### Responsibilities

- Maintain and process full cycle bookkeeping duties
- Develop and maintain detailed budgets and financial projections
- Meet organization's monthly statutory obligations
- Apply accounting policies, rules, and regulations to all work to ensure compliance with applicable standards
- Responsible for administrative and clerical tasks
- Responsible for tracking inventory and monitoring supplies
- Proactively lean into new opportunities and tackle new challenges that arise; provide innovative solutions to troubleshoot challenges

### Ensure strategic impact

- Be up to speed on programs happening within the day, week, month and participate as necessary. Provide strategic support to leadership and staff
- Provide support for the development of projects, programs, and proposals by asking key questions and ensuring programs and operations efficiently align



### Qualifications

- A Bachelor's degree
- 3-5 years of bookkeeping and administrative experience
- Excellent communication skills both written and interpersonal
- Organizational and problem-solving skills
- High level of accuracy and attention to detail
- A team player eager to contribute to a growing organization and community
- Passionate about youth development and social impact
- Commitment to the ideals of diversity, equity and inclusion
- Exceptional discretion when handling sensitive information (youth-related or otherwise)
- Proficient in Microsoft Excel and QuickBooks

### What We Offer

- Competitive benefits within the start-up/non-profit sector
- Monthly Compensation based on experience ranges between KES 50,000 - 60,000 before statutory deductions
- Ability to do meaningful work and directly impact young Kenyan leaders

### Location

Nairobi, Kenya

### To be considered

Due date to apply is **25th September 2021**.

Applications will be accepted on a rolling basis. Only qualified candidates will be contacted by GMin. Submit your CV or resume and cover letter to [info@gmin.org](mailto:info@gmin.org) with the title **GMin Operations Associate**