



FEDERATION OF EAST AFRICAN FREIGHT FORWARDERS ASSOCIATIONS

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Position - Admin/Finance Intern

Opening - 19th November 2018

Closing - 7th December 2018

Location - Nairobi

Timeframe - 3 to 6 Months

Anticipated Start date - January 2019

ORGANIZATIONAL BACKGROUND

The Federation of East African Freight Forwarders Associations (FEAFFA) is an apex body of national associations of clearing and forwarding agents in the EAC. It is registered and domiciled in the United Republic of Tanzania in 2006 but its Secretariat is situated in Nairobi, Kenya. Current member associations are Association Burundaise des Agences en Douane et Transitaires (ABADT), Kenya International Freight & Warehousing Association (KIFWA), Association des Agences en Douane du Rwanda (ADR), Tanzania Freight Forwarders Association (TAFFA) and Uganda Freight Forwarders Association (UFFA). It represents over 2500 clearing and forwarding firms in East Africa.

FEAFFA was formed to become a regional mouthpiece of the freight logistics service providers in East Africa. It intends to enhance professionalism in the freight logistics industry, engage with trade facilitation agencies for a better operating environment and be a one stop source of freight logistics information to the members and stakeholders. FEAFFA's main activities include training of clearing and forwarding agents, advocacy, transport logistics information dissemination, and membership development.

DUTIES AND RESPONSIBILITIES

- Assists in maintenance of financial records and budget monitoring systems to record and reconcile expenditures, balances, payments, statements relating to FEAFFA's projects as well as other internal data for day-to-day transactions and reports.
- Assist in implementing the day to day Administrative and Human resources functions of the organisation.
- Data processing and entry. Transfer data from paper formats into computer files or database systems using spreadsheets, Update existing data, and Retrieve data from the database or electronic files as requested.

- Updating *Freight Logistics* magazine/directory contacts. Making phone calls to verify contact details on the FEAFFA member's directory.
- Performs other duties as required.

QUALIFICATIONS

- Education Background in Business administration, Social sciences or other related field
- Degree is the minimum qualification
- Should be well versed in MS Office Suite
- Contributes to team effort by accomplishing related results as needed
- Accounting knowledge will be an added advantage
- No prior job experience is required for this position

HOW TO APPLY

If you are interested in the position, please send your complete applications, including your resume, cover letter, proof of academic qualification and a list of three references to the Administrator at info@feaffa.com