VACANCY ANNOUNCEMENT

BILINGUAL SECRETARY (ARABIC). REF: HR/07/04/BILSECARAB

The Eastern Africa Standby Force Secretariat (EASFSEC) wishes to recruit a competent Bilingual Secretary (English/Arabic) to support the current management systems. Applications are invited from qualified Kenyan citizens to fill this position as outlined below:

Duties and Responsibilities:

- Typing and proof reading documents, reports, correspondence, messages etc in English and Arabic.
- Translation of documents from Arabic to English and vice versa as required by the organization.
- Receiving and drafting correspondence.
- Coordination of office functions with other offices within EASFSEC.

Minimum Qualifications and Experience required:

- Bachelor’s degree in linguistics, English, Arabic, or relevant field from a recognized University.
- Fluency in both English and Arabic. Knowledge of French is an added advantage.
- Minimum five years working experience translating documents from English to Arabic or vice versa in a multicultural and multinational environment.
- Excellent ICT skills including proficiency in Office Software, knowledge of information systems and internet tools.
- Ability to work in a team.
- Be a person of high integrity with no criminal record.

The detailed job description is available on:


Interested and qualified candidates should send an application letter, detailed CV with three referees, contact details (e-mail, telephone number) together with copies of certificates to the undersigned not later than 21st April 2017.

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