**VACANCY ADVERTISEMENT**

<table>
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<th>Vacancy Notice No. ADM/09/06/1</th>
<th>Date of Issue: 12th February 2020</th>
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<tr>
<td><strong>Title:</strong> Director’s Secretary</td>
<td><strong>Deadline for Application:</strong> 28th February, 2020</td>
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<td><strong>Organization:</strong> EASF Secretariat – Nairobi, Kenya</td>
<td><strong>Structure:</strong> EASF Secretariat</td>
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<td><strong>Position – Local</strong> (for Kenyan Citizens Only)</td>
<td><strong>GRADE:</strong> GS 5</td>
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**Key Qualifications and Experience**

a. Be aged between 30-45 years.
b. Bachelor’s degree or Higher Diploma in Secretarial Studies / Business Administration and management from a recognized university
c. At least five years continuous experience in secretarial/office administration in a busy firm
d. Be a person of high integrity with no criminal record
e. Be proficient in written and spoken English, knowledge of French and Arabic or other regional languages will be an added advantage

**Key Responsibilities**

a. Handle communication in form of telephone, mail, fax and other forms of communication.
b. Handle all telephone inquiries for the Director’s office, arrange for call backs, provide back-up materials for callbacks as well as redirect phone calls to the relevant offices.
c. Maintain the Directors diary, ascertain which events require Director’s presence and inform him accordingly
d. Book/confirm appointments for the Director
e. Type and proof read documents, reports, correspondence, messages etc. as required by the Supervisors.
f. Receive and draft responses to routine correspondence.
g. Receive office guests, visitors and staff and provide them with the basic information on
relevant issues and procedures maintaining professional ethics and high degree of customer care.

h. Perform general secretarial/clerical duties including photocopying, faxing, mailing and filing.

i. Ensure security of documents and machines in the work station.

j. Booking of venues for meetings locally and internationally and ensure all facilities are provided as well as refreshments.

k. Offer secretarial/clerical support during conferences/meetings.

l. General office management.

m. Attending Procurement meetings and seeking quotations from prequalified suppliers.

n. Taking minutes during meetings.

**TERMS AND CONDITIONS**
This position is for a three (3) year contract renewable subject to performance appraisal.

**NOTE:**
All Interested applicants should submit an application letter, detailed Curriculum Vitae and copies of the academic certificates to the:

**Head of Administration and Finance Department**
Eastern Africa Standby Force (EASF) Secretariat
Email Address: - HumanResource@easbrig.org
P O Box 1444 – 00502
NAIROBI, KENYA