



EXECUTIVE ASSISTANT POSITION

Job Description and Specifications:

a) Administrative Support

- Support the DG to follow up on action items as assigned to respective staff members or external stakeholders.
- Act as liaison for the DGs office by maintaining efficient and effective communication channels between the office of the DG, Board Chairman, Directors, CAK Departments and external customers.
- Handle routine matters, determine and refer as appropriate.
- Oversee the smooth running of outsourced support services including tea, water and cleaning services and other hospitality services as required.
- Oversee the security of office records/classified materials, equipment and office machines.
- Maintain inventories of office equipment and supplies, monitor utilization of consumables and requisition of additional supplies.
- Coordinate local and international travel for the DG.
- Organize for meetings and forums under the DGS office. This includes organizing logistics such as venue (internal or external), refreshments and facilities required.



ISO 9001:2008 CERTIFIED

b) Clerical Support

- Oversee the prompt collection and delivery of incoming and outgoing mail to correct addresses for the DGs office.
- Sit in weekly HOD meetings, take minutes, keep records of the same and follow up on action items.
- Typing documents, recording dictation in shorthand and transcribing in written form as assigned in the DG's office.
- Receive and screen the DGs correspondence, filing, registry, letters, reports, memos and respond to routine correspondence.
- Maintain the DG's diary, calendar and schedule of appointment appropriately and inform DG accordingly to approve or change.
- Receive and screen incoming calls and visitors

Required Qualifications

Education and knowledge

- Bachelors degree in business administration or related field;
- Diploma in secretarial studies will be an added advantage;
- Excellent knowledge of office administration in a busy office; and
- Proficiency in ICT

Experience

- At least 5 years' experience in a similar position; and
- Experience in customer service.



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Skills and Competences

- Good public relations skills;
- Ability to communicate both inside and outside the organization;
- Ability to write complex reports; and
- Analytical skills

APPLICATION PROCESS

If you possess the above qualifications, please write quoting the Job Reference and Title on both the application letter and envelope accompanied by an up-to-date Curriculum Vitae, indicating your current and expected remuneration and other benefits, academic and professional qualifications, work experience, your e-mail and telephone contacts. Your Curriculum Vitae should indicate names, phone numbers, postal and email addresses of at least three (3) referees who are familiar with your previous academic/work experience. Please attach copies of your educational, professional certificates, identity card or passport.

The applications should either be sent by post, e-mail, or hand delivered to the Authority's offices located at Kenya Railways HQs Block "D" Ground floor, to be received on or before 31st March, 2017, by 5 P.M. addressed to:

The Director-General
Competition Authority of Kenya
P O Box 36265 – 00200
NAIROBI
Email to: recruitment@cak.go.ke

CAK is "an Equal Opportunity Employer" Women, Youth and Persons with Disabilities are encouraged to apply.

Canvassing of any form will lead to automatic disqualification. Only shortlisted applicants will be contacted

Please note that, applications without all the specified attachments will not be considered.

