



ADVERTISEMENT FOR THE POSITION OF ADMINISTRATIVE ASSISTANT

1 POSITION – BASED IN ELDORET- HEAD QUARTERS

JOB TITLE: ADMINISTRATIVE ASSISTANT

STATION: ELDORET

REPORTING TO: HUMAN RESOURCE MANAGER

TERM: 10 Months

RELEASE DATE: 3RD FEBRUARY 2021

ADS North Rift Region

Anglican Development Services (ADS) North Rift Region is the development arm of the Anglican Church of Kenya, Dioceses of Eldoret, Kitale and Kapsabet and the Lodwar Missionary Area. ADS-NRR has been involved in development work since 1983 and was registered as a company limited by guarantee in 1997. ADS North Rift programme covers the six counties of the North Rift namely; Elgeyo-Marakwet, Nandi, Trans Nzoia, Turkana, Uasin Gishu and West Pokot.

Anglican Development Services (ADS) North Rift Region is seeking to recruit a qualified young professional with vast knowledge in Office Administration and logistics that will be able to deliver effectively the following roles and responsibilities.

Key Responsibilities:

Administrative Roles & Responsibilities

- Management of project and organization filing system.
- Management of project and organization fleet.
- Management of the Executive Director's diary.
- Management of appointments related to the Executive Director's office and the organization.
- Management of correspondences (Letters, Emails, Memos and Circulars) and adhering to set deadlines.
- Planning and preparation of logistics for meetings (Hotel Bookings, Flight Reservations, stationery acquisition).
- Management of the registry and assisting in processing of payments.

Procurement Roles & Responsibilities

- Maintain an up-to-date filing of project and organization procurement documents as per required standards.
- Maintaining a database of updated pre-qualified service providers and ensuring that their payments are done on time and contracts updated regularly.
- Undertake market analysis prior to preparation of Procurement Plans.

- Estimate and establish cost parameters and budgets for purchases.
- Confer with service providers to obtain information on availability of goods and services, prices and delivery schedules.
- Verify current inventory levels and keep records to prevent inventory gaps in the organization.
- Process procurement requests of goods and services as per the laid down procedures and in compliance with respective donor requirements.
- Negotiate the best deal for pricing of goods and services and ensure that procured supplies and services are of high quality and within the approved budgets.
- Ensure that purchase orders, service orders and works contracts are duly signed before any deliveries are made.
- Carefully check purchase orders for accuracy, completeness and clarity before placing an order.

Required Qualifications

- Education level – Bachelor’s Degree in Business Management, Records Management, Human Resource Management, Information Science, Education, any Business related course or Certified Secretaries Part II
- Experience in Office Administration and Management.
- Knowledge in Procurement will be an added advantage.
- Adept in Technology with practical experience in computer applications (MS Office and Internet use).
- Excellent Verbal & Written Communication skills.
- Level of Confidentiality should be above board
- Demonstrated organizational skills.
- Exceptional time management skills.
- Strong interpersonal skills
- Excellent negotiation Skills
- Proven analytical skills

Application procedure

If you are interested and meet the stated requirements send **5 COPIES** of your:-

- i) Application letter
- ii) Curriculum Vitae (CV),
- iii) Copies of your certificates and testimonials
- iv) Chapter Six of the Constitution of Kenya Documents:-
 - Clearance Certificate from HELB
 - Tax compliance Certificate
 - Certificate of Good Conduct
 - Credit Bureau Clearance Certificate
 - EACC Clearance Certificate

TO

THE HUMAN RESOURCE MANAGER
ADS North Rift Region,
P.O Box 6495-30100
ELDORET

Or Hand deliver to

Anglican Development Services North Rift Head Offices situated along Kapsabet-Kisumu Road, Pioneer Estate,
200m behind CITAM Church.

Please note that only the shortlisted candidates will be contacted

Your application to reach undersigned by **5:00pm** of **21st February 2021**