

Vacancy Announcement

Office Administrative Assistant

The Embassy of the Republic of Kenya in Addis Ababa requires an **Office Administrative Assistant** for a two year contract.

The candidate should be computer literate with excellent typing and communication skills with good command of spoken and written English

Applicants should be of employment age and residing in Addis Ababa. Application with full C.V should be sent to the Kenya Embassy Addis Ababa or emailed to the Kenya Embassy addisababa@mfa.go.ke copied to: keaddisababa@gmail.com

Application deadline is 10th October, 2022.

Only shortlisted applicants will be contacted.

Click on the below website for more details;

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -- taking oral dictation; word and data processing from manuscripts; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; and undertaking any other office administrative duties that may be assigned.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:--

1. Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
2. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

- a) Typewriting II (minimum 40 w,p.m) Document Processing II;
- b) Business English I/Communications I;
- c) Office Practice I;
- d) Commerce I;

OR

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council; and

- e) Certificate in computer applications skills from a recognized institution.
- d) Certificate of good conduct.

The candidate should have a minimum of eighteen (18) months relevant experience in a similar position.

Personal qualities

In addition to the above requirements, one must have the following qualities:

- Excellent knowledge in the professional field of specialization
- Ability to take instructions
- Strong writing and Oral communication skills
- High Values in diversity
- Able to work with minimum of no supervision

Experience working with government and other organizations will be an added advantage

Core Skills

- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills