



## POSITION ANNOUNCEMENT TEMPORARY OFFICE ADMINISTRATOR

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications for the following position:

### TEMPORARY OFFICE ADMINISTRATOR- DIRECTORATE OF CORPORATION SECRETARY AND LEGAL AFFAIRS- 1 POSITION

**Contract Period:** Six (6) Months Fixed Term Contract

Reporting to the Director Corporation Secretary and Legal Affairs the selected candidate will be responsible for;

- 1) Providing planning and logistical support to the directorate;
- 2) Undertaking administrative and support duties including mailing, scanning, and copying to all the functions within the directorate;
- 3) Preparing and formatting documents including correspondence, schedules, reports, drafts, memos, and emails;
- 4) Documenting management including referencing, filing, and maintaining document movement registers among others;
- 5) Providing administrative support to the directorate meetings, maintaining departmental leave and working schedules, and scheduling appointments among others;
- 6) Ensuring cleanliness of the directorate offices is maintained and liaising with ICT to ensure all the directorate office equipment are serviceable;
- 7) Requisitioning of office supplies from the stores, allocating as appropriate, and maintaining records;
- 8) Reporting on the serviceability of directorate facilities, equipment, fixtures, and fittings;
- 9) Answering calls on behalf of the director, as well as responding to other inquiries and coordinating internal and external communication in the directorate;

- 10) Scheduling and coordinating meetings, appointments, and travel arrangements for the director; and
- 11) Performs any other duties assigned from time to time.

### **Minimum Qualifications and Experience**

- a) Bachelor's Degree in Business Administration, Office Administration, Business Management, or business-related degree;
- b) Computer Literate; and
- c) A minimum of one year of relevant experience will be an added advantage.

### **Key Skills, Knowledge, and Competencies**

- a) Integrity and honesty;
- b) Ability to harness teamwork ;
- c) Ability to multi-task;
- d) Self-management and attention to detail;
- e) Professionalism;
- f) Excellent communication and interpersonal skills; and
- g) Negotiation skills.

Please [Click Here](#) and apply. Applications should be received on or before **February 31, 2025**.

**Note:** Please provide complete and accurate information pertaining to the instructions provided in the e-recruitment portal. Only shortlisted candidates will be contacted for interviews. Canvassing will automatically lead to disqualification.

***“Capital Markets Authority is an Equal Opportunity Employer. Persons With Disabilities are encouraged to apply”.***

**THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**