

ADVERTISEMENT

TEMPORARY ASSISTANT - ADMINISTRATION

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 ASSISTANT - ADMINISTRATION

The job holder will be reporting to the Senior Administrative Officer and will be responsible for providing support in the Administration function.

Contract Period: Six (6) Months Fixed Term Contract

Key responsibilities for the position:

- a) Undertake implementation of administration policies and procedures;
- b) Handle day to day running of the general insurance covers;
- c) Participate in the preparation of applicable monthly, quarterly and annual reports;
- d) Undertake monitoring of cleaning services to ensure a clean and safe work environment;
- e) Undertake monitoring of outsourced services such as mail delivery, transport and reception services.
- f) Handling of staff transport requests; and
- g) Undertake implementation occupational Safety and Health compliance requirements;
- h) Coordinate provision of utility services in the office;
- i) Provide required administrative support to staff as and when necessary.

Minimum Qualifications and Experience

- Degree / Diploma
- Proficiency in Microsoft office
- Minimum of one-year relevant experience is added advantage

Key skills, Knowledge & Competencies

- i. Excellent communication and interpersonal skills;

- ii. Ability to display honesty, transparency, and integrity.
- iii. Must be a team player;
- iv. Ability to be flexible and embrace change.

Please [Click Here](#) and apply. Applications should be received on or before **January 17, 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.

“Capital Markets Authority is an Equal Opportunity Employer”.

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