



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 05, 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.