



Kenya National Highways Authority

Quality Highways, Better Connections

Barabara Plaza, Block A & C, Jomo Kenyatta International Airport (JKIA), Off Airport South Road, along Mazao Road,
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5. OFFICE ASSISTANT I, GRADE 10 (REF. NO. KeNHA/ OFFICE ASSISTANT II / 09/2025) – 1 POSITION

Job Title:	OFFICE ASSISTANT I	KeNHA GRADE 10	1 Position
Terms of Service	Permanent & Pensionable		
Place of Work:	KeNHA		
Directorate:	Corporate Services		
Reporting to:	Senior Office Assistant		

Job Purpose

Responsible for providing general office support services, including office cleanliness, mail delivery, and serving refreshments.

Job Description

- (i) Ensuring cleanliness of offices, machines, equipment, and apparatus;
- (ii) Recording and dispatching letters, files, and documents;
- (iii) Performing messengerial duties including dispatching letters, files, and other documents;
- (iv) Requisitioning cleaning materials and equipment;
- (v) Collecting and delivering office items, documents, mail, parcels, and postage;
- (vi) Carrying out photocopying and document binding;
- (vii) Ensuring tidiness of the work environment;
- (viii) Preparing and serving office refreshments;
- (ix) Coordinating moving or carrying office equipment, furniture, and ensuring orderly arrangement;
- (x) Coordinating collecting, assembling, and disposing waste; and
- (xi) Providing specifications for cleaning materials, equipment, and their safe custody.

Job Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative service period of six (6) years, relevant work experience with three (3) years as Office Assistant II or comparable position;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade D (plain) or its equivalent qualification;
- (iii) Proficiency in computer applications; and
- (iv) Shown merit and ability as reflected in work performance and result.