

## INTERNAL JOB ADVERT

### OFFICE ASSISTANT -KNC 11 – ONE (1) POST

<b>Job Title</b>	Office Assistant
<b>Grade</b>	KNC 11/B2
<b>Place of Work</b>	Nairobi
<b>Reports To</b>	Manager, HR & Administration
<b>Classification</b>	Support Staff
<b>Purpose of the Job</b>	Office Assistants are responsible for attending to general routine office services, which include providing cleaning services, messengerial duties and preparing tea.
<b>Remuneration</b>	Monthly Gross pay Ksh. 22,900.00
<b>Terms of Service</b>	Three (3) Months

### Functions of Office Assistants

Office Assistants are responsible for the following functions:

1. Cleanliness of offices, equipment/apparatus when need be;
2. Office waste management;
3. Habitable office conditions;
4. Movement of office equipment, furniture and orderly arrangement;
5. Meeting venues timely arrangement;
6. Keeping inventory of kitchen equipment;
7. Office beverage and snacks preparation; and
8. Office and messengerial duties.

### Duties and Responsibilities

The Officer will be responsible to the Manager, Human Resource & Administration, for the implementation of Administration Division's objectives in a result oriented and timely manner to achieve the Corporation's goals, objectives and agreed performance targets. Duties and responsibilities will entail:

1. Cleaning offices, machines/ equipment/apparatus;
2. Collecting and disposing waste;
3. Dusting offices and ensuring habitable office conditions;
4. Moving or carrying office equipment, furniture and ensuring orderly arrangement and dispatching letters;
5. Arranging for meeting venues professionally and timely;
6. Keeping inventory of kitchen equipment;

7. Preparing and serving office tea;
8. Performing office and messengerial duties; and
9. Any other duties as may be assigned

### Job Specification

<b>Academic</b>	<b>&amp;</b>	<ul style="list-style-type: none"> <li>▪ At least a mean Grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;</li> </ul>
<b>Professional Qualifications</b>		
<b>Job Experience</b>	<b>&amp;</b>	<ul style="list-style-type: none"> <li>▪ Proficiency in English and Kiswahili</li> </ul>
<b>Requirements</b>		
<ul style="list-style-type: none"> <li>▪ Fulfil the requirements of Chapter Six of the Constitution.</li> </ul>		
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>▪ Good interpersonal skills</li> </ul>		

### How to apply

1. Submit copies of Application Letter, Curriculum Vitae, Academic Papers, National Identity Card, NSSF, NHIF and KRA Pin Certificate.
2. Send application in a hard copy to:

**The Secretary General/CEO**  
**Kenya National Commission for UNESCO**  
**P. O. Box 72107-00200**  
**National Bank Building, 16<sup>th</sup> Floor**  
**Harambee Avenue**  
**NAIROBI**

OR

3. Submit hard copies of the above documents at KNATCOM Offices.
4. Hand delivered application forms should be submitted at the **KNATCOM reception 16<sup>th</sup> Floor, National Bank Building –Harambee Avenue.**
5. The deadline for submission of all applications is **15<sup>th</sup> August 2022 at 5.00 pm.**
6. All applicants **MUST** fill and sign the job applications register when submitting their applications.

#### Note:

- i). Only shortlisted and successful candidates will be contacted.
- ii). Canvassing in any form will lead to automatic disqualification.

***KNATCOM is an equal opportunity employer.***  
***Women, Youth and PWDs are encouraged to apply***