

INTERNAL JOB ADVERT

OFFICE ASSISTANT -KNC 11 – ONE (1) POST

Job Title	Office Assistant
Grade	KNC 11/B2
Place of Work	Nairobi
Reports To	Senior Administration Officer
Classification	Support Staff
Purpose of the Job	Office Assistants are responsible for attending to general routine office services, which include providing cleaning services, messengerial duties and preparing tea.
Remuneration	Monthly Gross pay Ksh. 22,900.00
Terms of Service	Six (6) 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

Academic	&	▪ At least a mean Grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
Professional Qualifications		
Job Experience	&	▪ Proficiency in English and Kiswahili
Requirements		▪ Fulfil the requirements of Chapter Six of the Constitution.
Personal qualities		▪ Good interpersonal skills

How to apply

1. Submit copies of Application Letter, Curriculum Vitae, Academic Papers, National Identity Card, NSSF, NHIF and KRA Pin Certificate.
2. Apply through the Commission's website: www.unesco.go.ke
3. The deadline for submission of all applications is **12th December 2023 at 5.00 pm.**

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.***

