



**VACANCY ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT**

Organization	Adeso: African Development Solutions, www.adesoafrika.org
Position Title	Administrative Assistant
Reporting To	Executive Director
Working With	Executive Director, Heads of Departments, Country Directors, Program Team
Program/Duty Station	Nairobi, Kenya
Duration	1 year (Renewable)
Starting Date	Immediately

ORGANIZATIONAL CONTEXT

Adeso is an expanding and vibrant African based international development and humanitarian organization. We work with communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Handling administrative requests and queries from Senior Managers.
- Organizing and scheduling appointments.
- Planning meetings and taking detailed minutes.
- Booking travel arrangements.
- Answering and directing phone calls.
- Organizing and scheduling appointments.
- Developing and maintaining a filing system.
- Maintaining contact lists.
- Submitting and reconciling expense reports.
- Providing general support to visitors.
- Liaising with the Executive Assistant to handle requests and queries from Senior Managers.

SKILLS AND QUALIFICATIONS

- Diploma in Secretariat Studies, Business Management or related qualification.
- Minimum of 2 years or equivalent work-related experience supporting senior level Executives; experience working with Boards of Directors desirable.
- Demonstrated ability to handle confidential information appropriately.
- Highly proficient in MS Word, Excel, PowerPoint.
- Excellent writing, proofreading and verbal communication skills.
- Ability to stay focused, efficient, and effective in managing multiple priorities.



- Professional demeanor and ability handle sensitive situations in a calm and professional manner.
- Strong interpersonal skills and good judgment.
- Proven ability to work independently to achieve accomplishments.
- Ability to communicate effectively with all levels of employees and outside contacts.
- Experience working in an International arena a plus.
- Proven ability to effectively collaborate with internal team, cross-functional team, and external parties in a rapidly growing environment
- Ability to provide after hour and flexible support a must.

APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to jobs@adesoafrika.org, quoting “**Administrative Assistant**” in the email subject matter, by **29th April, 2018**. Kindly note that applications screening and interviews will be on a rolling basis.

Each application should be addressed to the HR Director and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted.