

Principal Office Assistant

Gross salary: Consolidated (KDIC Scale 10)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities will entail:

- i. Collecting, dispatching mails and running office errands;
- ii. Distributing mails within the Corporation;
- iii. Requisition office general supplies;
- iv. Operating basic office equipment (binding machine, etc);
- v. Ensuring safe custody of the office facilities handed over for use or safekeeping;
- vi. Filling of office correspondences as guided;
- vii. Monitor and replenish inventory of office supplies, e.g. printing papers, etc
- viii. Move or carry office equipment, furniture and ensuring orderly arrangement;
- ix. Ensuring general office cleanliness;
- x. Arrange for meeting venues / Boardrooms professionally and timely;
- xi. Performing general office clerical duties;
- xii. Availing drinking water in the meeting rooms and common areas; and

b) Requirements for Appointment;

- i. At least five (5) years relevant work experience Served in the grade of Office Assistant or comparable position in the Public Service/Private Sector;
- ii. KCSE (mean grade D+ plus) or equivalent qualification;
- iii. Proficiency in Computer applications
- iv. Fulfilling the requirements of Chapter Six of the Constitution of Kenya 2010.