



JOB VACANCY

EXECUTIVE OFFICE ADMINISTRATOR: (REF: CA/HRA/CA7)

The Communications Authority of Kenya (CA) is the regulatory agency for the ICT industry in Kenya with responsibilities in telecommunications, cyber security, e-commerce, broadcasting, multimedia and postal /courier services. The CA is also responsible for managing the country's numbering and frequency spectrum resources, managing and administering the Universal Service Fund (USF), and safeguarding the interests of users of ICT services.

The Authority is seeking to recruit a highly competent, proactive and self-driven individual to fill the position of an Executive Office Administrator (CA7). The Executive Office Administrator will serve as an Executive Assistant to the Chairperson of the Board.

JOB DESCRIPTION

- a) Meeting Coordination: In partnership with Corporation Secretary, plan and coordinate meetings, ensuring all necessary materials are distributed in a timely manner.
- b) Travel Arrangements: in collaboration with the relevant teams, make travel arrangements, including booking flights, hotels, and transportation, for the Board Chair.
- c) Information Management: Maintain an organized filing system for important documents and records.
- d) Conduct research and compile information as needed for various projects.
- e) Event Planning: Assist in the planning and execution of events, conferences, and other special functions.
- f) Confidentiality: Handle sensitive information with discretion and maintain confidentiality at all times.
- g) Keeping and maintaining an accurate record of papers and electronic correspondence;
- h) Ensuring security of office records, documents and equipment; including classified

materials and operating office equipment;

Qualifications:

- Bachelor's degree in Business Administration, Communications, or a related field.
- At least four (4) years proven work experience as an Office Administrator or similar role.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite and other relevant software.
- Ability to work independently and collaboratively in a fast-paced environment.
- High level of professionalism and discretion.
- Fulfil the requirements of Chapter 6 of the Constitution.

Terms and Conditions of Service for the Advertised Positions

The Authority offers a competitive package in line with its Human Resource Policies and Procedures and Public Service Guidelines. This position will be on permanent and pensionable terms. The full details of the advertisement can be accessed on <https://www.ca.go.ke/careers>.

Documents to be submitted by the applicants

Applications should be accompanied by a detailed curriculum vitae (CV) and copies of relevant academic and professional certificates.

Shortlisted candidates will be required to submit the following documents: -

- i. Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- ii. Certificate of Clearance from the Higher Education Loans Board (HELB).
- iii. Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
- iv. Dully filled and stamped Self-Declaration/Clearance from the Ethics and Anti-Corruption Commission (EACC).
- v. A Clearance Certificate from an approved Credit Reference Bureau (CRB).

The Self-Declaration form from the EACC should indicate the respective position that is being applied for.

Only shortlisted candidates shall be contacted for interviews.

Submission of Applications

The application letter indicating the specific position and reference number should be addressed to:

**The Director General
Communications Authority of Kenya
P.O. Box 14448
Nairobi 00800.**

Applicants are invited to submit applications via email address: jobs@ca.go.ke by **29th February 2024**, at **5.00 p.m.** East Africa Time (EAT).

The Authority is an equal opportunity employer and all qualified Kenyans including Persons Living with Disabilities are encouraged to apply.

Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.