

Administrative Assistant- Support Services (3)

Location: [Africa] [Kenya]

Town/City: Nairobi

Category: Administration/Corporate Services

Please Note that you will be required to have a current (within 3 months) Original Police Clearance as part of the selection process.

Job Title : Administrative Assistant- Support Services (3 **Positions**)

Reporting to : Support Services Manager

Grade Level : 11

Work Location : Nairobi

Purpose of Position

To ensure smooth facilitation and transportation of staff and partners and carry out administrative tasks of sorting mails and parcels, recording, distribution and other tasks to ensure efficient administrative support to World Vision Kenya.

Major Responsibilities

Administrative Support Services 40%

- Facilitate receipt, recording and distribution of parcels and mails
- Safe guard and filing of all documents generated in the Administration department.

- Support the Administration manager in preparation of documents needed for supplier payments, and forwarding them to Finance for payment.
- Keep vehicle movement log book up to date.
- Support in retrieval of documents during audits
- Prepare monthly and other vehicle reports and file copies of the same after approval.
- Forward all invoices, receipts and fuel returns to fleet management for payment process.
- In case of accident/ incident, notify the fleet office and forward detailed reports and necessary documents for claim processing
- Facilitate delivery of goods from suppliers/ stores to the field offices
- Carry out office errands as directed by the supervisor
- In collaboration with Administration department liaise with service providers to ensure quality services

Staff & Visitors Facilitation 40%

- Timely facilitation of staff to and from work and to other official duties.
- Ensure courteous facilitation of visitors, partners and donors to the field and other official engagements.
- Ensure safety of staff, vehicle and other road users while on a trip

- Ensure mobilization of all resources necessary for safe and effective staff facilitation
- Work with respective staff to plan and coordinate field facilitation services.

Vehicle Maintenance and Management 15%

- Ensure vehicle cleanliness all the time.
- Keep vehicle movement log book up to date.
- Check mechanical and operational soundness of the vehicle.
- Ensure that the vehicle allocated to you has all the necessary safety and security equipment.
- Ensure that the vehicle is serviced and maintained as recommended by the manufacturer.
- Check and ensure that all vehicle tools and accessories are in place and in good working condition.
- Undertake minor repairs and recommend for major vehicle repairs.
- Ensure that vehicles are parked in secure areas when travelling
- Keep abreast of traffic laws and ensure adherence.
- Surrender vehicle keys and fuel card to the fleet office at the end of every trip
- Report all vehicle malfunctions to the fleet office.

- Initiate procurement process for all motor vehicle repairs and maintenance.
- Ensure display of insurance certificate sticker in the vehicles allocated to them.
- Facilitate annual government inspection of vehicles allocated to you as may be necessary.

Others 5%

- Attend and actively participate/lead trans teams, group devotions, chapel and other events.
- Coordinate and participate in roll out and implementation of departmental initiatives
- Participate in committees and taskforces, as assigned
- Perform any other duties assigned from time to time.

Knowledge, Skills and Abilities

- **Diploma in Business Management or related field from a recognized institution**
- **At least five years' experience administrative work and in driving class A (Motor omni bus), B, C and E vehicles with safe driving record.**
- **Computer skills, including proficiency in MS Office suite**
- **Valid driving license with class A, B, C and E**
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- **Basic knowledge of vehicle maintenance**
- **Automobile Association of Kenya competence certification.**
- **Current Certificate of Police clearance**
- **Training in automobile engineering is an added advantage**
- **Training in defensive driving from a recognized institution**
- **Training in First Aid**
- **Ability to conduct minor diagnosis and trouble shoot**
- **Knowledge of transport regulatory acts/Law**
- **Experience in Nairobi city driving and be conversant with the entire country road network**
- **Track record demonstrating high integrity, reliable and dependable**
- **Excellent communication skills**
- **Ability to work with minimal supervision.**