



## **JOB ADVERTISEMENT**

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**POSITION** : Executive Secretary

**LOCATION** : Head Office

**JOB HOLDER** : Vacant

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### **JOB PURPOSE**

Reporting to the Chief Executive Officer, the ideal candidate will provide secretarial, general administrative and support to the Chief Executive Office in the day-to-day operations.

### **KEY RESPONSIBILITIES AND TASKS**

- Drafting and dispatching letters and documents relating to matters handled by the department;
- Receiving visitors and handling calls to the Chief Executive Office;
- Assisting in preparation of support material/documents for meetings steered by the Chief Executive Office;
- Managing the Chief Executive Officer's calendar;
- Procuring stationery for the Chief Executive Office;
- Facilitating meetings between the Chief Executive Officer and various departments within the Corporation and stakeholders;
- Regularly reviewing all mail, including electronic mail addressed to the Chief Executive Office and distributing to relevant persons;
- Organizing travel arrangements for the Chief Executive Officer and other staff in the department;
- Filing and organizing of documents /letters or any correspondence for the department;
- Drafting correspondence for Chief Executive Officer's approval and;
- Any other duties as may be assigned from time to time.

### **PERSON SPECIFICATIONS (QUALIFICATIONS, SKILLS, EXPERIENCE)**

- A Bachelors degree in business Administration or Office Management;
- Diploma in Secretarial and Office Administration or Management would be an added advantage;
- At least three (3) years' experience in administration, office management or as a

Personal Assistant to a Senior Manager in a busy environment;

- Strong organizing and coordination skills
- Good record keeping skills
- Good writing Skills
- Good analytical skills and attention to detail
- Well developed interpersonal and communication Skills

Candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity, and are thus required to submit clearance certificates from the following institutions together with the job application:

1. Kenya Revenue Authority (Tax Compliance Certificate)
2. Higher Education Loans Board
3. Ethics & Anti - Corruption Commission
4. Criminal Investigation Department (Certificate of Good Conduct)
5. Report from an approved Credit Reference Bureau (CRB)

Evidence of on-going clearance is admissible subject to satisfactory results (presentation of a clearance certificate from the above institutions) before the selection process.

For more information, applicants can access advertisement and application details on National Oil website [www.nockenya.co.ke/recruitment](http://www.nockenya.co.ke/recruitment). Applicants should either email to [hr@nockenya.co.ke](mailto:hr@nockenya.co.ke) or send their application and detailed CV with copies of certificates, indicating current position, qualifications, working experience, current remuneration, names of at least three (3) professional referees and day time telephone number to:

**Postal Address**

**Head of Human Resource & Administration  
National Oil Corporation  
P.O. Box 58567-00200 NAIROBI**

**Physical Address**

**National Oil Corporation  
Kawi Complex, South C, Red Cross Road,  
Off Popo Road, Behind Boma Hotel**

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Applications should reach us not later than 5pm on Monday, 11<sup>th</sup> December 2017. Only short-listed candidates shall be contacted and Canvassing shall lead to automatic disqualification.

National Oil is an equal opportunity employer