



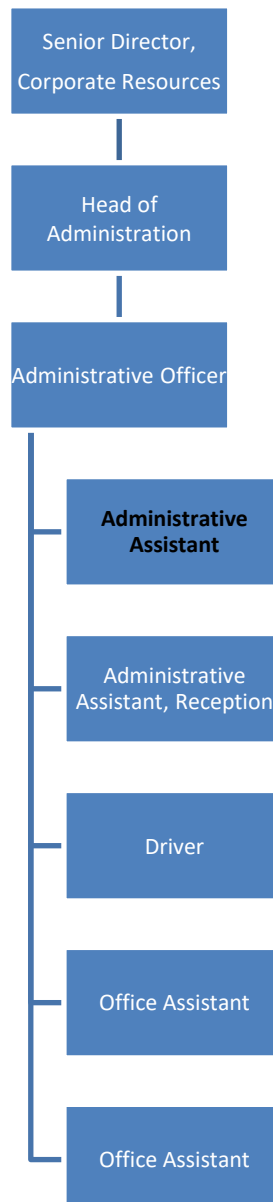
Job description

Job details	
Job title: Administrative Assistant	Line Manager title: Administrative Officer
Grade: JG9	Direct reports: None
Department: Corporate Resources	Location: Nairobi, Kenya
Job summary	
<p>The job holder will ensure that staff and visitors are driven to their destinations in a safe and timely manner and provide weekly and monthly motor vehicle reports. S/he will ensure high standards of maintenance and repairs of office facilities and equipment, conduct safety checks to ensure that the office is hazard free in addition to providing general administrative support.</p>	
Roles and responsibilities	
<p>Driving: 50%</p> <ul style="list-style-type: none"> • Ensure that staff and visitors are driven in a safe and timely manner. • Ensure that appointments for pick-ups/ drop-offs are timely. • Ensure that all journeys are recorded on the log sheets and signed for by the passenger. • Prepare monthly vehicle reports as per the motor vehicle management policy for review and sign off by the line manager. • Co-ordinate with the Administrative assistant (reception) in preparation of daily work schedules. • Take utmost good care of TMA vehicles and report any incidences to the line manager as soon as they occur. • Ensure that the vehicles are secured in the office premises at the end of each day. • Ensure safe parking of TMA vehicles during travel out of the duty station. • Ensure that service on all vehicles is carried out when it is due. • Follow up with the designated garages on repair and maintenance works and confirm actual works done before collecting the vehicle. • Ensure the vehicle is always clean and tidy. • Follow up with the line manager to ensure timely renewal of vehicle insurance. • Prepare monthly motor vehicle fuel top up requests as per the motor vehicle management policy. <p>Office administration: 50%</p> <ul style="list-style-type: none"> • Manage office assets with requisitioning and tagging. • Stationery management i.e. requisitioning, issuance and stock taking. • Conduct safety checks to ensure that the office is hazard free and document any required actions. • Undertake maintenance and repair works for office assets, fixtures and fittings. • Supervise contractors in the office. • Manage maintenance and service schedules for office equipment like printers, Acs, fire equipment, etc. • Renew business permits, certifications and membership licences. • Document management, filing and archiving. • Follow up and track implementation of health, safety and security audit recommendations across TMA. • Provide support in ensuring compliance with travel policies and procedures. • Cover for the receptionist whenever required. • Any other duties assigned by the line manager. <p>Corporate level responsibilities</p> <ul style="list-style-type: none"> • Promote and adhere to TMA’s core values and ensure compliance with organisational policies and procedures. 	

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- Maintain zero tolerance to bribery, fraud and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens TMA’s reputation.
- Adhere to the safeguarding policies and procedures and immediately report any safeguarding concerns.
- Any other related responsibilities that may be assigned by the line manager from time to time.
- Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture.
- Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to my role.
- Understand and comply with the relevant end-to-end processes including applicable risks and controls.
- Seek to identify, understand and escalate risk events/incidents/ issues on a timely basis focusing on fixing root-causes and taking ownership of identified mitigating actions.
- Complete all relevant mandatory trainings within the stipulated timelines.

Organisational positioning





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Academic and professional qualifications		
<ul style="list-style-type: none"> Diploma plus two years' relevant experience or Secondary school leaving certificate plus five years' relevant experience. Technician certificate or diploma in electrical studies, plumbing works or related field. 		
Work experience		
<ul style="list-style-type: none"> A valid driving licence (BCE) with five years of accident-free driving. A Certificate of Good Conduct that is up to date is mandatory. 		
Technical skills and behavioural competencies		
<ul style="list-style-type: none"> Computer literate with basic proficiency in MS Office applications. Ability to handle multiple tasks and provide regular feedback on progress. Good planning and organising skills, ability to prioritise, pay attention to detail, and work with minimum supervision. Demonstrable interpersonal skills and ability to build good working relationships. Good oral and written communication skills Strong work ethic and positive approach. Must be dependable, responsible, honest and hardworking. Must have a cheerful disposition and willing to work out of normal office hours. First Aid and defensive driving skills are desirable. Proven experience on being solution-oriented 		
Risks associated with the position		
Road accidents and hijacking Fraud due to interaction with vendors Loss of assets due to inadequate record keeping and tracking mechanisms		
Sign off		
Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Counter-signing Quality Assuror (CQA) name:	Signature:	Date: