

GREATER HORN OF AFRICA RAINWATER PARTNERSHIP/KENYA RAINWATER ASSOCIATION (GHARP/KRA) SECRETARIAT VACANCY ANNOUNCEMENTS

Office Assistant and Driver/Messenger

GHARP/KRA Secretariat is seeking to recruit suitable and qualified candidates to fill the positions of Office Assistant and Driver/Messenger.

Office Assistant – The office Assistant will assist the Administration and Finance Officer in all administration and financial management tasks including project logistics, maintaining of manual and electronic filing system, making travel arrangements for personnel, organizing meetings and workshops, receipt, follow-up and dispatch of correspondences, procurement of project supplies and maintaining and managing the front office as well as other related tasks.

Professional Qualifications

- ✓ Certificates/Diploma in Secretarial studies with 5 years experience
- ✓ Diploma in Business administration with 3 years experience

Relevant Experience

- ✓ Experience in office management with knowledge of advanced office procedures
- ✓ Exposure to a multi-disciplined and multi-cultural working environment

Key skills

- ✓ Excellent communication and interpersonal skills
- ✓ Excellent computer skills
- ✓ Planning and organizational skills
- ✓ Ability to operate advanced office equipment and facilities

Personal attributes

- ✓ Mature, reliable, highly confidential, self motivated and good work ethics

Driver/Messenger – The Driver/Messenger will assist the GHARP/KRA projects with related transportation requirements for meetings, workshops, project visits and official duties. He/She will also provide logistic support to the projects staff, deliver and collect mails/project documents, office cleaning and maintenance, vehicle cleaning, operation and maintenance, prepare and serve beverages, assist in office operations as well as other related tasks.

Qualifications and Competencies

- ✓ At least Secondary School certificate with minimum D+ aggregate
- ✓ Clean driving license with 3 years experience
- ✓ At least 2 years experience under similar environment
- ✓ Be able to communicate efficiently in both English and Swahili

Personal attributes

- ✓ Mature, reliable, highly confidential, self motivated and good work ethics

If you feel that you meet the above criteria, please send your application letter, CV (maximum 3 pages) including remuneration requirements and contact details of three work-related referees by either email to Projects Coordinator, GHARP/KRA Secretariat gharp@wananchi.com or postage P. O. Box 10742-00100 Nairobi or by hand delivery to Hurlingham, Rose Avenue off Argwings Kodhek Road, Rose Avenue Flats, Block B, Office No. 4.

The closing date for applications is **October 17th 2007**. Please note that only successful candidates will be contacted.