



KENYA INSTITUTE OF SUPPLIES MANAGEMENT
“Promoting Professionalism in Supply Chain Management”

3RD SEPTEMBER, 2024

VACANCY ADVERTISEMENT – SENIOR OFFICE ADMINISTRATOR

The Kenya Institute of Supplies Management is a corporate body established through an Act of Parliament, the “Supplies Practitioners Management Act (SPMA), 2007”. KISM is mandated to make provision for the training, registration and licensing of supplies practitioners; to regulate their practice and for connected purposes. The Institute serves as the National body for Procurement and Supply Chain Professionals in the private and public sectors in Kenya.

The KISM Council is seeking to recruit a hands-on, dynamic, and knowledgeable and performance-oriented person to fill the position of **SENIOR OFFICE ADMINISTRATOR, JOB GRADE KISM 5. REF CEO/001/2024**

Description of this vacancy and requirements is outlined here below:

Directorate: Corporate Services

Reporting to: Principal Human Resource Management Officer

Job Summary:

The Senior Office Administrator will be responsible for provision of administrative and secretarial services to the CEO’s Office for the smooth coordination of activities of the Institute, maintain professionalism and serve as the point of linkage between the Institute, the Board, and stakeholders to the KISM.

KEY DUTIES AND RESPONSIBILITIES

I. Managerial / Supervisory Responsibilities

- i. Coordinate formulation and implementation of administrative policies, procedures and guidelines that contribute to the Institute’s mandate;
- ii. Coordinate planning and scheduling of stakeholders and management meetings as directed by the CEO;
- iii. Coordinate local and international travel itineraries for the CEO;
- iv. Coordinate security of office records, equipment and documents including classified materials the office of the CEO;
- v. Coordinate drafting, receiving, sorting and dissemination of correspondences, reports, circulars and publications on behalf of the CEO;
- vi. Coordinate filing system and movement in the CEO’s office as per the standard operating procedures;
- vii. Enforce compliance with office protocol and etiquette by screening visitors/clients in order to restrict entry, save on time and maintain order in the office;
- viii. Ensure security and integrity of office records, equipment and documents, including classified materials by preventing unauthorized access in order to ensure integrity and confidentiality;

- ix. Participate in the development and review in procurement plans and office budget to facilitate purchase of appropriate office supplies and equipment within their department;
- x. Coordinate and monitor procedures for record keeping of correspondence and file movements by maintaining an up-to date filing system that includes archiving of records for ease of document retrieval and reference;
- xi. Oversee the establishment, implementation, and adherence of administrative office procedures and standards in all aspects of works;
- xii. Supervise implementation of corruption prevention and mitigation strategies in the department;
- xiii. Participate formulation, implementation and review of departmental annual work plans, budgets and procurement and asset disposal plans in line with the Institute's performance targets and strategic plan;
- xiv. Conduct supervision, coaching, mentoring, training and development of the department staff to ensure an effective and motivated team; and
- xv. Performance management of direct reports by guiding and supervising lower secretarial personnel.

II. Operational Responsibilities / Tasks

- i. Supervise day-to-day operational functions at the CEO's office
- ii. Coordinate appointments by maintaining the office diary to ensure planned activities are conducted on schedule for effective service delivery;
- iii. Liaise with relevant offices regarding personal security for the Chief Executive Officer;
- iv. Maintain the general outlook of the CEO's office;
- v. Follow up on key assignments and appointments of the Chief Executive Officer with Government, stakeholders, and clients;
- vi. Handling telephone calls, enquiries and appointments;
- vii. Account for office petty cash in the CEO's office;
- viii. Maintain visitors' book for accountability and future reference;
- ix. Promote customer relations by handling internal, local and international client enquiries and complaints;
- x. Receive office correspondence and forward them to the relevant action officers;
- xi. Recording dictation in shorthand and transcribing in typewritten form; and
- xii. Manage and account for office petty cash.

PERSON SPECIFICATIONS

For appointment to this grade, an officer must have: -

- i. Bachelor degree in any of the following disciplines: - Secretarial Studies; Business and Office Management or equivalent qualification from a recognized institution;
- ii. Professional qualification and membership to a professional body of a good standing;
- iii. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- iv. Proficiency with computer applications;
- v. Minimum four (4) years relevant work experience;
- vi. Meet the requirements of Chapter Six of the Constitution; and
- vii. Demonstrated professional competence in management of office administrative services.

SKILLS AND COMPETENCIES

- 1) Analytical skills;
- 2) Interpersonal skills;
- 3) Problem solving skills;
- 4) Supervisory skills;
- 5) Organization and interpersonal skills;

- 6) Communication skills; and
- 7) Attention to detail

HOW TO APPLY

Qualified and interested candidates are invited to read detailed job profile on our website www.kism.or.ke and apply **online** indicating the job title and the reference number, addressing their application letter to:

**The Chief Executive Officer
Kenya Institute of Supplies Management,
KISM Tower 12th Floor, Ngong Road
P. O Box 30400-00100, Nairobi**

Candidates must attach PDF copies of their CV with full details of educational background, professional qualifications, work experience and copies of all relevant documents/testimonials. Candidates who are subsequently invited to attend formal interviews must produce originals of all the scanned documents during the interview. Applications **MUST** be submitted online via <http://careers.kism.or.ke/> so as to reach the Institute on or before **MIDNIGHT** on **Tuesday 24th September, 2024**.

KISM is an equal opportunity employer. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.