



### **Job Description - Admin Assistant (Finance)**

Under the supervision of, and reporting to the Senior Administrative & Procurement Officer, the functions and duties shall be as follows:

- Timely process and submit VAT exemption applications to the Ministry of Foreign Affairs (MFA) and Kenya Revenue Authority (KRA) and proactively follow up on approvals of the applications
- Perform protocol/logistical functions involving the Ministry of Foreign Affairs and Kenya Revenue Authority
- Manage files and filling room
- Manage the stores including receipt, issuance of stock items etc.
- Assist with managing the fixed asset physical inventory
- Assist with the disposal of used/redundant assets
- Supervise the drivers
- Manage the cleaning and security of outsourced services
- Office management including minor maintenance/repair works
- Arrange for banqueting facilities during internal meetings
- Responsible for acquisition and maintenance of records of kitchen supplies
- Assist with staff relocations
- Perform such other duties as may be assigned from time to time

### **Qualifications & Attributes**

- University Degree
- Ability to work and draft memos and letters with minimum or no supervision
- At least four years of experience working in a Multilateral Institution
- Experience in dealing with the Ministry of Foreign Affairs and Kenya Revenue Authority
- Excellent written and oral communication skills in English
- Excellent computer skills including proficiency in Microsoft Office, Word, Excel and Outlook
- Undoubted integrity and ability to maintain strict confidentiality