
The following vacancy exist at the Commission:

1. OFFICE ASSISTANT- HEAD OFFICE- REF: KNCHR/ADM/HRO/08/2018 – (1)

1. OFFICE ASSISTANT REF: KNCHR/ADM/HRO/08/2018 – (1)
Reports to: Human Resources and Administration Manager.
Location: Nairobi with occasional travel.
Duration: Permanent and Pensionable.
Gross Salary: Kshs. 37,666

**Duties and Responsibilities**

**Operational Responsibilities**

a) Prepare and serve tea on a timely basis to all commissioners and staff and during meetings held within the commission.

b) Responsible for the setup of sitting arrangement as per meeting requests and ensure cleanliness of the meeting room prior to its use.
c) Supervise the contracted cleaning staff, observe the cleaning of the office and ensure access to locked offices for supervised cleaning to be done.

d) Assist in that security measures are put in place by closing all the windows in all offices and board rooms and shut the main doors after hours of operation.

**Requirements for Appointment**

Certificate in Food and Beverages or related field or its equivalent from a recognized institution.

**Minimum level of knowledge (need to know) that would be regularly applied to the job:**

a) Proficient in Computer application

b) Knowledge of budgeting

**Typical soft skills (attributes) that would be regularly applied to the job:**

a) Communication skills

b) Interpersonal skills

c) Organizational skills

d) Ability to work under pressure

e) Ability to work well with teams

f) Problem solving skills

g) Meet the requirement of Chapter Six of the Constitution of Kenya

**Minimum number of months or years of experience the jobholder is required to have to be appointed to the position:**

2 years of service, or similar experience in a comparable position from a reputable organization.

**Communication/information the job holder needs to understand in order to perform the job:**

a) Basic verbal instructions or requests

b) Simple written instructions or requests

c) Basic e-mail, fax or mail correspondence

d) Detailed verbal instructions or requests

e) Detailed e-mail, fax or mail correspondence.

**Communication/information the job holder needs to carry out in order to perform the job:**

a) Routine communication in connection with instructions, requests or normal work tasks

b) Routine communication with employees of the institution and citizens of Kenya.
c) Basic explanation of services to employees of the institution and citizens of Kenya

d) Simple verbal instructions to other employees within the institution

e) Basic e-mail, fax or mail correspondence

For more information about the programmes/departments, visit the KNCHR website www.knchr.org.

If you possess or meet the above qualifications, send your application letter together with a detailed CV indicating the department/programme you are applying to, names and telephone contacts of three referees, to reach us by 3rd September, 2018.

The Commission Secretary
Kenya National Commission on Human Rights
Lenana Road, CVS Plaza, 1st Floor
P. O. Box 74359 – 00200
Nairobi.

Please note that it is a criminal offence to provide false information and documents in the application.

Only Applications that reference the department applied to will be considered.

KNCHR is an equal opportunity employer and qualified female candidates and Persons with disabilities are encouraged to apply. Only short listed candidates will be contacted.