

Job Title	Office Administrator
Grade	NSDCC 7
Corporation/Organization	National Syndemic Diseases Control Council
Directorate	Human Resource Management and Administration
Department	Human Resource Management
Section / Unit	Office Administrator
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Senior Office Administrator
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
Coordinate office administrative services and gives direction on secretarial and logistics support to ensure the smooth running of all offices activities to achieve the Council's mandate.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ol style="list-style-type: none"> 1) Take oral dictation. 2) Use e-office to research and process data. 3) Operate office equipment. 4) Attend to visitors and clients. 5) Handle telephone calls and appointments. 6) Ensure security, integrity, and confidentiality of data. 7) Maintain office diary and travel itineraries. 8) Handle customer inquiries and complaints. 9) Schedule meetings and appointments. 10) Ensure security of office records, equipment, and documents, including classified materials. 11) Monitor procedures for record keeping of correspondence and file movements. 12) Maintain an up-to-date filing system in the office. 13) Prepare responses to routine correspondence. 14) Manage office protocol and etiquette. 	
Job Dimensions:	

I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for physical assets assigned to the CEO's office; fireproof safe, furniture and office equipment.
III. Decision Making / Job Influence
Operational Decisions
IV. Working Conditions
Performed in an office setting at the Council's Headquarters with occasional field assignments locally, regionally and internationally.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in Secretarial Studies or its equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
N/A
Functional Skills, Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Typesetting skills. 2) Oral dictation skills. 3) Planning skills. 4) Data processing skills. 5) Communication skills. 6) Organization skills. 7) Interpersonal skills. 8) Knowledge of office protocol.