



## Job Vacancy

IDENTIFICATION	
JOB TITLE	Office Associate
REPORTING TO	Administrative Associate
DURATION	Two (2) Years
NO. OF VACANCIES	Three (3)
PROJECT	Uongozi wa Afya Thabiti
PHYSICAL LOCATION	Iten, Nanyuki and Kilifi

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 120 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa and an additional eleven advocacy and fundraising offices in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of our approach. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centered health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

### JOB PURPOSE

Under the supervision of the Administrative Associate, the job holder will provide general office support to the Project team.

### PRINCIPAL RESPONSIBILITIES

- Maintaining a good filing system for the project and carrying out basic documentation including typing, photocopying and collating as required.
- Processing and following up on invoice payments and surrenders.
- Assist the Administrative Associate in organizing staff logistics, Fuel requests.
- Ensuring that the office environment is kept safe and clean at all times.
- Preparing beverages for the staff and visitors.
- Filing and performing routine clerical tasks.
- Collecting office supplies from relevant vendors.
- Operating office machines e.g. telephones, photocopiers, scanners etc.
- Carrying out postage/delivery and receiving office documents.
- Assisting in front office/reception duties.

### REQUIRED QUALIFICATIONS

#### Education, Experience & Competencies

- At least a Diploma or Certificate in any relevant field.
- Minimum of Three (3) years of work experience in the same field and in a busy environment.
- Interpersonal skills, basic telephone skills.
- Excellent writing and oral communication skills.
- Time management skills.
- Confidentiality.
- Planning and organizing.
- Reliable.
- Stress tolerance.
- Proactive approach.

## **How to apply**

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. The closing date will be **Sunday, September 10, 2023**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*