**Job Title:** Principal Office Administrator -ONE POSITION  

**Grade:** KS 6  

**Ministry /Corporation:** Kenya Bureau of Standards  

**Directorate/ Division:** Directorate  

**Department:** Managing Director’s Office  

**Section / Unit:** Managing Director’s Office  

**Location / Workstation:** KEBS Head Office Popo Road off Mombasa Road  

**Reporting Relationships**  

**Reports to:** Managing Director  

**Job Purpose**  

The job holder is responsible for providing secretarial and administrative support in order to ensure that services are provided in an effective and efficient manner and is also responsible for providing senior level secretarial and clerical services for the Managing Director.  

**Key Responsibilities / Duties / Tasks**  

**I. Managerial / Supervisory Responsibilities**  

a) Organizes, planning and prioritizes work in MD’s (Managing Director) office  

b) Maintains the Managing Directors diary and ensures he attends to it  

c) Supervises staff working in the MD’s office to ensure smooth flow of activities  

d) Sets targets for the office and cascades to the direct reports using the balanced scorecard  

e) Evaluates staff performance on a monthly quarterly and annually using the BSC  

**II. Operational Responsibilities / Tasks**  

a) Processes information by compiling, categorizing and verifying information  

b) Receives, sorts and disseminates correspondences, reports, returns, circulars, publications and all kinds of information on behalf of the MD.  

c) Communicates with persons within the organization, customers, and members of the public, government and other external bodies who have business with KEBS.  

d) Makes local and international travel arrangements for the MD.  

e) Facilitates Board meetings by sending out notices and making travel arrangements.  

f) Manages e-office  

g) Maintaining the calendar plan for scheduling and fixing executive meetings  

h) Maintains office petty cash.  

i) Provides frontline customer services by receiving visitors and directing them accordingly.  

j) Ensuring security of office records, documents and equipment;  

k) Effective management of office protocol;  

l) Guiding and supervising office administrative staff.  

m) Communicate relevant information discussed in senior management to staff in the department and vice versa.  

n) Undertake any other duties of similar level and responsibility as may be directed from time to time.  

**Job Dimensions:**  

**I. Financial Responsibility:**  

Maintains office petty cash.  

**II. Responsibility for Physical Assets**  

Provide oversight for all physical assets provided by the institution  

**III. Decision Making:**  

a) Plan the work of subordinates.  

b) Assign work to subordinates.  

c) Monitor subordinates work performance.
d) Makes decisions using the operational standards.

### IV. Working Conditions:

Works predominantly within the office.

### Job Competencies (Knowledge, Experience and Attributes / Skills).

#### Academic Qualifications

- a. High school KCSE (C-); KCE Division II (Minimum)
- b. Bachelor’s Degree in Secretarial Studies/Office Management or
- c. Bachelor’s Degree in Business Management or other relevant and equivalent qualifications with Diploma in Secretarial Studies from a recognized institution.

#### Professional Qualifications / Membership to professional bodies

- Proficiency in computer applications.
- Fulfilled the requirements of Chapter Six of the Constitution.

### Previous relevant work experience required.

Seven (7) years’ experience at least 3 years of which should have been in an executive office;

<table>
<thead>
<tr>
<th>Need to know:</th>
<th>Attributes:</th>
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<tbody>
<tr>
<td>a) Analytical skills.</td>
<td>a) Communication skills</td>
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<td>b) Computer packages proficiency.</td>
<td>b) Negotiation skills</td>
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<td>c) Office management principles.</td>
<td>c) Public relations skills</td>
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<td>d) Administrative skills.</td>
<td>d) Time management.</td>
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<td>e) Report writing and minute writing skills</td>
<td>e) Stress management</td>
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<td>f) Logistics management.</td>
<td>f) Confidentiality</td>
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<td>g) Record Management Skills</td>
<td>g) Integrity</td>
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<td>h) Editorials skills</td>
<td>h) Sound work ethics</td>
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<td>i) Supervisory Course lasting not less than 2 weeks;</td>
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<td>j) Quality Management System Auditing skills;</td>
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