



23 January 2019

JOB ADVERTISEMENT

Title: Receptionist/Secretary

Organisation: Jesuits of Eastern Africa Province (registered in Kenya as Jesuit Fathers Registered Trustees)

Background

The Society of Jesus is an international Religious Order of Priests and Brothers within the Roman Catholic Church. The Eastern Africa Province of the Society of Jesus (AOR) is made up of six countries: Tanzania, Kenya, Ethiopia, Sudan, South Sudan, and Uganda. In Eastern Africa Province, Jesuits work in parishes, schools and universities, retreat centers, justice and peace centers, radio stations, and refugee campus.

Office Location: Nairobi, Kenya (Loyola House, off Ngong Road, off Menelik Road, off Menelik Lane)

Job Duration: 1 year (renewable)

Supervisor: Socius (Assistant to the Provincial)

Start date: February 2019

Duties

The duties of the Receptionist/Secretary will include:

1. Front Desk

- i. Managing the Front Desk
- ii. Offering hospitality to all curia office guests; providing the needed information to visitors and callers
- iii. Managing the telephone Switch Board

2. Secretarial Duties

- i. Taking minutes at the monthly Curia Staff Meetings
- ii. Coordinating and maintaining office supply inventories

3. Managerial Duties

- i. In consultation with the Socius, applying for Work/Resident Permits of non-Kenyan Jesuits and Jesuit Volunteers assigned to work in Kenya.
- ii. Keeping proper records of work/resident permits including their expiry dates
- iii. Notifying the persons concerned of the renewal of work/resident permits at least three months in advance of the permits' expiry.
- iv. Liaising with the Treasury Department to ensure that invoices addressed to him are stamped and delivered to the Treasurer's office in good time for approval of payment. Similarly, ensuring that outgoing cheques are delivered or collected.
- v. Ensuring timely collection of letters and other parcels from the post office
- vi. Preparing the annual catalogue of the Province in consultation with the Socius

- vii. Assisting with Province event planning and coordinating curia staff events such as mass, outings, birthdays, and days of recollection.

4. Other Duties:

- i. Keeping the space and tools of work in good order and reporting any damage or theft to the Socius or the work supervisors.
- ii. Recording particulars and contacts of Curia guests for future reference and communication.
- iii. Ensuring supply of tea room items and maintenance of the tea room assets.
- iv. Assisting with photocopying and scanning of major documents.
- v. Carrying out other duties as may be assigned by the Provincial Superior and those delegated with supervising work in the Employee's workplace.

Requirements and Qualifications:

For appointment to this position, a candidate is expected to possess the following:

- A right to live and work in Kenya
- At least a diploma in a relevant field
- Excellent interpersonal Skills: hospitality, respect for people, attention to details
- Basic Computer Skills: micro-soft (word, excel, power point), answering emails.
- Excellent Communication Skills: Listening to visitors, speaking in an audible and friendly way over the phone and face-to-face
- Skills in graphics and visual designing
- At least one year work experience of clerical skills such as typing, copying and managing a front desk
- Ability to work independently (with minimal supervision) and as part of a team
- Basic knowledge about child safeguarding practices
- Good organisational and problem-solving skills
- Personal values: compassionate, availability, fraternity, confidentiality, punctuality, etc
- Ability to multitask in a fast paced environment

How to apply:

Application letters, Curriculum Vitae (CV), copies of Academic Certificates and National Identity Cards or Passports should be **mailed** or **emailed** to the undersigned on or before **Wednesday 30th January, 2019, at noon**

The Socius
Loyola House
Po Box 21399 – 00505
Nairobi - Kenya
Email: sociusaor@gmail.com

