

JD 02 Job Description for Principal Office Administrator

Job Title	Principal Office Administrator
Grade	KS 6'
Corporation/Organization	Kenya Bureau of Standards (KEBS)
Directorate	Directorate
Department	Managing Director's Office
Division	Directorate
Section / Unit	Managing Director's Office
Location / Workstation	KEBS Head Office Popo Road off Mombasa Road

Reporting Relationships	
Reports to	Managing Director
Direct Reports	Drivers Tea maker Registry Clerk Office Messenger
Indirect Reports	N/A

Job Purpose
To provide executive secretarial and administrative services in order to ensure that services are provided in an effective and efficient manner and responsible for providing senior level secretarial and clerical services for the Managing Director in order to facilitate and provide support for Standardization, Metrology and Conformity Assessment (SMCA) to deliver on the KEBS vision of becoming a global leader in standards based solutions that deliver quality and confidence and the mandate of facilitating trade and promoting innovation in Kenyan Industries for the realization of sustainable development goals, Kenya Vision 2030 and Africa Union Agenda 2063.

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
a) Organize, planning and prioritizes work in Managing Director (MD's) office b) Maintains the Managing Directors diary and ensure 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

<ul style="list-style-type: none"> 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 Managing Director. 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 Managing Director. e) Facilitates Board meetings by sending out notices and making travel arrangements. f) Manages e-office g) Provides frontline customer services. h) Maintaining the calendar plan for scheduling and fixing executive meetings i) Maintains office petty cash.

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 / Job Influence
a) Makes operational decisions
IV. Working Conditions
Work predominantly within the office

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's Degree in any of the following disciplines: - Secretarial Studies, Business Office Management or other relevant and equivalent qualifications from a recognized institution;
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
Seven (7) years' experience at least 3 years of which should have been in grade KS 7;

Functional Skills, Behavioural Competencies/Attributes:
Functional: <ul style="list-style-type: none"> a) Analytical skills b) Computer packages principles c) Office management principles d) Administrative skills e) Report writing and minute writing skills

- f) Logistics management
- g) Record management skills
- h) Communication skills
- i) Negotiations skills

Behavioural

- a) Time management
- b) Stress management
- c) Confidentiality
- d) Integrity
- e) Sound work ethics