

## JD 12 Job Description for Office Administrator

<b>Job Title</b>	Office Administrator
<b>Grade</b>	KS 8
<b>Corporation/Organization</b>	Kenya Bureau of Standards (KEBS)
<b>Directorate</b>	Directorates
<b>Department</b>	Chief Manager's Office
<b>Division</b>	N/A
<b>Section / Unit</b>	N/A
<b>Location / Workstation</b>	KEBS Head Office Popo Road off Mombasa Road Regional Offices

Reporting Relationships	
<b>Reports to</b>	Chief Manager/Regional manager
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	N/A

Job Purpose
The job is responsible for providing senior level secretarial and clerical services for the Chief Manager/ Regional Manager. They provide secretarial and administrative duties support in order to ensure that services are executed in an effective and efficient manner.

Key Responsibilities/ Duties / Tasks
<b>I. Managerial / Supervisory Responsibilities</b>
N/A
<b>II. Operational Responsibilities / Tasks</b>
<ul style="list-style-type: none"><li>a) Organizes, plans and prioritizes work in the Chief Manager/ Regional Manager's office</li><li>b) Maintains the Chief Manager/ Regional manager's diary by booking appointments and meetings and ensures he attends to it.</li><li>c) Processes information by compiling, categorizing and verifying information emanating from the Chief Manager/ Regional Manager's office and dispatched to the relevant recipients.</li><li>d) Receives, sorts, and disseminates correspondence, reports, returns, circulars, publications and all kinds of information on behalf of the Chief Manager/Regional Manager.</li><li>e) Communicates with persons within the organization, customers, public, government and other external bodies who have business with KEBS.</li><li>f) Prepares responses to correspondences;</li><li>g) Makes local and international travel arrangements for the Chief Manager/Regional Manager</li><li>h) Offer logistical for board meetings by preparing board papers, sending notices, and timely processing of allowances.</li></ul>

<ul style="list-style-type: none"> <li>i) Maintains and secures of office records, documents and equipment;</li> <li>j) Manages e-office at the Chief Manager/Regional Manager's office;</li> <li>k) Provides frontline customer services by receiving visitors and directing them accordingly.</li> <li>l) Maintains office petty cash.</li> <li>m) Maintains the calendar plan for scheduling and fixing executive meetings</li> </ul>
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<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
Maintains office petty cash
<b>II. Responsibility for Physical Assets</b>
Provide oversight for all physical assets provided by the institution
<b>III. Decision Making / Job Influence</b>
Makes operational decisions
<b>IV. Working Conditions</b>
Work predominantly within the office

<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor's Degree in any of the following disciplines: - Secretarial Studies, Business Office Management or any Business Management with a Diploma in Secretarial studies or other relevant and equivalent qualifications from a recognized institution;
<b>Professional Qualifications / Membership to professional bodies</b>
N/A
<b>Previous relevant work experience required.</b>
N/A

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

**Behavioural**

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