



# Application Instructions

## Executive Assistant

Minimum Base Annual Salary **Kshs. 2,063,394**. This remuneration does not include:

- 13th month bonus
- miscellaneous allowances
- 90% health insurance premium contribution
- other mandatory contributions

Starting Base Annual Salary may be increased up to a maximum range and commensurate with documented salary history (e.g. Employer's pay slip, statement of pay). Annual performance-based increases possible.

**Please note: This position is based in Kisumu. Housing is not provided and relocation costs are not paid.**

Interested and qualified applicants are required to access the complete Application Instructions and Statement of Work at <https://www.peacecorps.gov/kenya/contracts/>

Failure to follow Application Instructions will result in your Application being rejected.

1. Applications accepted by email only at [KE-Recruitment@peacecorps.gov](mailto:KE-Recruitment@peacecorps.gov)
2. Your application email subject line should be "**Executive Assistant – Your Full Legal Name**"
3. Applications that do not meet all requirements will be discarded
4. Attach 1 single file including a combined Cover Letter (describing how you meet the minimum qualifications) and your current CV only
5. Attachment size is limited to 1MB, emails with larger file sizes will be discarded.
6. Attach only Word or PDF files, ZIP/compressed not accepted.
7. Application updates and confirmations of applications received are not provided. If selected for shortlist interview, you will be contact by phone and/or email
8. Telephone inquiries are not accepted.

More than one position may be filled with each vacancy announcement.

All hires are contingent upon funding availability.

**Deadline to Apply: Monday, 05 July, 2021 at 8:00 AM local Kenya time**

## STATEMENT OF WORK

Position	Executive Assistant
Division/ Department	Executive Office
Duty Station	Kisumu, Kenya
Reports to	Country Director
Open to	Preference will be given to candidates who are citizens or permanent residents of Kenya. Dual United States citizenship must be disclosed in the CV and Cover Letter.

### **Position Summary**

The contractor provides administrative, logistical, and program support to the Country Director, Director of Management and Operations, and Director of Programming and Training. The contractor is knowledgeable of the goals of the Peace Corps and Peace Corps Kenya programs. The Executive Assistant represents Peace Corps in person, in writing and through telephone communication, and is a link between staff and collaborating agencies and Volunteers. This includes assistance in the areas of public relations, government relations, Volunteer support, and handling many and diverse tasks at once. The incumbent exhibits a high degree of personal and administrative organization to provide a lead role in ensuring the smooth operation of the executive office. He/she works under the supervision of the Peace Corps Country Director in Kenya.

### **Administrative Responsibilities:**

- Maintains Country Director, Director of Management and Operations, and Director of Programming and Training calendars, schedules meetings and appointments; liaises with Embassy staff, updates meeting and appointments as appropriate.
- Prepares agendas and arrangements for committees and other meetings.
- Creates and maintains an official Peace Corps information packet for meetings, and to distribute to visitors providing an overview of PC Kenya's work.
- Prepares background documents for meeting with partners as required.
- Carries out background research and presents findings; producing documents, briefing papers, reports and presentations. Assists Country Director, Director of Management and Operations, and Director of Programming and Training with preparation of presentation materials.
- Arranges and coordinates the travel logistics for the Country Director, Director of Management and Operations, and Director of Programming and Training, and international visitors including setting appointments, making hotel reservations, obtaining visas, ensuring airport pick-up, and communicating relevant information to traveler and to administrative staff as appropriate. Prepares forms for reimbursement after travel has concluded.
- Creates and updates a visitor welcome packet, including maps, restaurants, and local activities.
- Manages and organizes the filing system for the Country Director, Director of Management and Operations, and Director of Programming and Training. Files and retrieves documents, records, and reports. Maintains and ensures accessibility, as well as the security and integrity of the files.
- Reviews standard operating practices and procedures, and updates/improves tasks needed to ensure smooth functioning of administrative duties.
- Updates the Staff and Volunteer Handbooks as directed by the Country Director.
- Assists the Deputy Director of Management and Operations in distributing position advertisements, scheduling interviews with candidates and conducting reference checks.
- Greets visitors and delivers exceptional customer service assistance, addresses visitor questions and needs, and provides an overall welcoming environment.
- Meets visitors at the Security Entrance/Gate and escorts them to the office reception, notifying staff of visitor arrival.
- Maintains a log of staff travel, telework, leave, and in-office work
- Serves as Post's Record Manager.
- Serves as back-up for Volunteer Financial Assistant.

**Communication:**

- Manages and streamlines communication flow into and out of Country Director, Director of Management and Operations, and Director of Programming and Training offices including screening incoming telephone calls, taking and forwarding messages.
- Initiates, develops, and maintains contacts with host-country government officials, officials from U.S. Government Agencies, NGOs partners, and Peace Corps Alumni in country where appropriate. This includes developing and maintaining database of important contacts to be used for mail merges, special event invitations, etc.
- Serves as assistant editor of the Volunteer newsletter, if needed, and coordinates staff/unit submissions and newsletter distribution.
- Collaborates with the Partnerships Manager and Information Technology Specialist to maintain and update the PC Kenya website and social media.
- Sorts the Country Director, Director of Management and Operations, and Director of Programming and Training incoming mail (including date stamping of received mail) and oversees distribution of cables and Embassy Administrative notices, prepares draft responses to incoming letters where appropriate, and alerts to urgent correspondence.

**Support and Monitoring Responsibilities:**

- Establishes and maintains Volunteer Site Locator forms, ensures files are kept up to date.
- Records workshop proceedings, and assists with trainings, conferences, and special events as requested and authorized by the CD.
- Attends all staff meetings, participates fully and prepares any required information for these meetings in a timely manner, as requested by the CD.
- Monitors the Whereabouts Phone for Volunteer movement, updating staff as required.
- Monitors staff completion of required Peace Corps trainings, sending reminders as necessary.

**Liaison & Special Projects Responsibilities:**

- Serves as PC/Kenya's protocol officer, undertaking such tasks as compiling the swearing in invitation list, coordinating swearing-in events, Peace Corps participation at the 4th of July reception (in collaboration with the embassy), mailings of holiday cards, annual reports, etc.
- Takes direction from the Country Director, Director of Management and Operations, and Director of Programming and Training, following through on special projects as appropriate, such as organizing special functions.
- With the Training and Events Coordinator, helps in logistical preparation for staff retreats, ceremonies and international conferences held in Kenya.

**Safety and Security Duties**

- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager and Country Director.
- Reports to appropriate staff member safety incidents and/or issues that pertain to the security of Volunteers, staff or Peace Corps property.
- Supports safety and security function by updating the Country Director, Director of Management and Operations, and Director of Programming and Training phones with pertinent data and up to date contact information.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- Serves as back-up for Safety and Security Manager or Safety and Security Assistant.

**Travel outside of Country**

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Scope of Practice as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

**Qualifications**

- Education: Minimum of a Bachelor's Degree in Business Administration/Social Sciences or equivalent
- Experience: At least 4 years of experience in high level Executive Assistant/Administration role from any reputed organization, relevant Government agencies or NGOs.
- At least 2 years of experience working with an international NGO or other international organization.
- Ability to act with diplomacy and tact with staff, Peace Corps Volunteers, Trainees, community members and government officials.
- Ability to work independently with little supervision; good organization and time management skills; willingness to take the initiative; excellent teamwork skills, strong service attitude; personal integrity; strong cross-cultural skills, and strong interpersonal skills.
- Skilled at managing and organizing detailed information.
- Ability to use computer and Microsoft suite of applications.
- Language: Level IV (Fluent) spoken and written English and Kiswahili.