



Kenya National Highways Authority

Quality Highways, Better Connections

Barabara Plaza, Block A & C, Jomo Kenyatta International Airport (JKIA), Off Airport South Road, along Mazao Road,
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1. ASSISTANT OFFICE ADMINISTRATOR II, GRADE 8 (REF. NO. KeNHA/ASS-OFFICE ADMINISTRATOR II / 03/2025) – 1 POSITION

Job Title:	ASSISTANT OFFICE ADMINISTRATOR II	KeNHA GRADE 8	1 Position
Terms of Service	Contract		
Place of Work:	KeNHA		
Directorate:	Corporate Services		
Reporting to:	Assistant Office Administrator I		
Supervises:	N/A		

Job Purpose

Responsible for administrative and secretarial services, smooth operation of office activities and serves as the point of linkage between the Authority and stakeholders.

Job Description

- (i) Duties and responsibilities at this level will entail:
- (ii) Typing routine correspondences;
- (iii) Managing correspondence (e-mails and letters);
- (iv) Handling telephone calls and customers;
- (v) Scheduling and facilitating meetings;
- (vi) Operating office equipment and security of office equipment, documents and records;
- (vii) Making arrangements for departmental travel;
- (viii) Attending to visitors and clients;
- (ix) Handling appointments; and
- (x) Handle office Petty Cash.

Job Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative period of three (3) years' work experience in the grade of Assistant Office Administrator II or comparable position.
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC);

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council (KNEC) in the following subjects: -

- a) Shorthand III (minimum 120 w.p.m.),
 - b) Certificate in Computerized Document Processing III (50 w.p.m.),
 - c) Business English III/Communications II,
 - d) Commerce II,
 - e) Office Practice II,
 - f) Secretarial Duties II, and
 - g) Office Management III/Office Administration and Management III.
- (iii) Certificate in Customer Care course from a recognized institution;
- (iv) Proficiency in computer applications.
- (v) Shown merit and ability as reflected in work performance and results