



12. ASSISTANT OFFICE ADMINISTRATOR III, GRADE 9 (REF. NO. KeNHA/ ASSISTANT OFFICE ADMINISTRATOR III/ 12/2025) – 1 POSITION

Job Title:	ASSISTANT OFFICE ADMINISTRATOR III	KeNHA GRADE 9	1 Position
Terms of Service	Permanent & Pensionable		
Place of Work:	KeNHA		
Directorate:	Corporate Services		
Reporting to:	Assistant Office Administrator II		
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) Typing routine correspondences;
- (ii) Managing correspondence (e-mails and letters)
- (iii) Handling telephone calls and customers;
- (iv) Scheduling and facilitating meetings;
- (v) Operating office equipment and ensuring security of office equipment, documents and records;
- (vi) Making arrangements for departmental travel;
- (vii) Attending to visitors and clients;
- (viii) Handling appointments;
- (ix) Handling office Petty Cash

Job Specifications

For appointment to this grade, an officer must have:

- (i) Diploma in Secretarial Studies from the Kenya National Examinations Council

OR

Business Education Single and Grade Certificate (BES & GC) from the Kenya National Examinations Council in the following subjects:-

- a) Shorthand III (minimum 80 w.p.m.),
 - b) Computerized Document Processing III (50 w.p.m.),
 - c) Office Management III/Office Administration and Management III,
 - d) Business English III/Communications II,
 - e) Secretarial Duties II,
 - f) Office Practice II, and
 - g) Commerce II.
- (ii) Proficiency in computer application.

Vision: A quality National Trunk Road Network to all for prosperity

Mission: To develop and manage resilient, safe, and adequate National Trunk Roads for sustainable development through innovation and optimal utilization of resources

Core Values: Accountability Sustainability Innovation Teamwork

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KeNHA TV

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