


OFFICE ASSISTANT POSITION

 Insurance Regulatory Authority Bima Rora kwa Taifa IRA	JOB TITLE	Office Assistant
	DIRECTORATE/ DEPARTMENT	Directorate of Corporate Services, Administration Department
	GRADE/LEVEL	IRA 10
	IMMEDIATE SUPERVISOR	Administration Officer

a) Job purpose

Responsible for ensuring all the support services in the Authority are fully operational and both external and internal customers are attended to including delivery of internal and external mail and correspondences.

b) Job Specifications

Duties and responsibilities will entail:

- (i) Delivering mail and other correspondences as required;
- (ii) Serving refreshments to staff and external visitors;
- (iii) Performing caretaker's duties;
- (iv) Ensuring hygiene in the Kitchenette and accessories;
- (v) Checking and reporting on the cleanliness of offices and washrooms;
- (vi) Performing reception duties when called upon to do so;
- (vii) Implementing Quality Management System standards and continuously identifying and managing risks; and
- (viii) Undertaking any other duties as assigned from time to time.

c) Person specifications

For appointment to this position, a candidate must have:

- (i) KCSE certificate with minimum D+ grade ;
- (ii) Meets the requirements of Chapter Six of the Constitution.

d) Competencies and skills

- (i) Good communication skills
- (ii) Good organization and inter personal skills
- (iii) Ethical and integrity
- (iv) Team player