

**SENIOR OFFICE ADMINISTRATIVE ASSISTANT /ASSISTANT OFFICE ADMINISTRATOR I, JOB GROUP 'K' (1 POST)**

Salary Scale

**Ksh.31,020 x 1,560 – 32,580 x 1,620 – 34,200 x 1,710 – 35,910 x 1,800 – 37,710 x 1,890 – 39,600 x 1,990 – 41,590 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: taking oral dictation; managing e-office; word and data processing; operating office equipment; attending to visitors/clients; handling telephone calls and appointments; maintaining office diary and travel itineraries; ensuring security of office records; equipment and documents including classified materials; preparing responses to simple routine correspondence; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; ensuring security, integrity and confidentiality of data; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; and undertaking any other office administrative services duties that may be assigned.

**(b) Requirements for Appointment**

For appointment to this grade an officer must have:

- (i) Served in the grade of Assistant Office Administrator II or Office Administrative Assistant I for a minimum period of three (3) years.
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

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

- (a) Shorthand III (minimum 100 w.p.m.);
- (b) Typewriting III (50 w.p.m) Computerized Document Processing III;
- (c) Business English III/ Communication II;
- (d) Commerce II;
- (e) Office Practice II;
- (f) Office Management III/Office Administration and Management III;
- (g) Secretarial Duties II;

**OR**

- (a) Typewriting III (50 w.p.m) Computerized Document Processing III;
- (b) Business English III/ Communication II;
- (c) Commerce II;
- (d) Office Practice II;
- (e) Office Management III/Office Administration and Management III;
- (f) Secretarial Duties II;

**OR**

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;

- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
- (iv) Certificate in Computer Applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

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**SENIOR ASSISTANT OFFICE AND MINISTRATOR/SENIOR OFFICE  
ADMINISTRATOR, JOB GROUP ‘L’ (1 POSTS)**

Salary Scale

**Ksh. 35,910 x 1,800 – 37,710 x 1,890 – 39,600 x 1,990 – 41,590 x 2,070 – 43,660 x 2,220 – 45,880 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: taking oral dictation; managing e-office; word and data processing; operating office equipment; maintaining office diary, appointments and travel itineraries; attending to visitors/clients; handling telephone calls; co-ordinating schedules of meetings; ensuring security of office records, equipment and documents including classified materials; maintaining an up to date filing system in the office; establishing and monitoring procedures for record keeping of correspondence and file movements; preparing responses to simple routine correspondence; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; ensuring security, integrity and confidentiality of data; and undertaking any other office administrative services duties that may be assigned.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

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

- (a) Shorthand III (minimum 110 w.p.m.);
  - (b) Typewriting III (50 w.p.m) Computerized Document Processing III;
  - (c) Business English III/ Communication II;
  - (d) Commerce II;
  - (e) Office Practice II;
  - (f) Office Management III/Office Administration and Management III;
  - (g) Secretarial Duties II;
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- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
  - (iv) Certificate in Computer Application from a recognized institution; and
  - (v) Shown merit and ability as reflected in work performance and results.

**OR**

- (i) Served in the grade of Office Administrator I for a minimum period of three (3) years;
- (ii) Bachelors Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

**OR**

- Bachelors Degree in social Sciences plus a Diploma in Secretarial Studies from a recognized institution;
- (iii) Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other recognized institution;
  - (iv) Certificate in Computer Application from a recognized institution; and
  - (v) Shown merit and ability as reflected in work performance and results.

**CHIEF ASSISTANT OFFICE ADMINISTRATOR/CHIEF OFFICE  
ADMINISTRATOR JOB GROUP ‘M’(2 POSTS)**

Salary Scale

**Ksh. 41,590 x 2,070 – 43,660 x 2,220 – 45,880 x 2,310 – 48,190 x 2,400 – 50,590 2,550 –  
53,140 x 2,700 – 55, 840 p.m.**

**(a) Duties and Responsibilities**

An officer at this level will be deployed to work for a Head of Department, Cabinet Secretary or a Principal Secretary in a State Department. Duties and responsibilities at this level will entail; taking oral dictation; using e-office to research and process data; operating office equipment; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings and appointments; ensuring security of office records equipment and documents including classified materials; preparing responses to routine correspondence; managing office protocol and etiquette; managing petty cash; monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; coordinating travel arrangements; handling customer inquiries and complaints; establishing and undertaking any other office administrative services duties that may be assigned. In addition, the officer will guide and supervise other office administrative services personnel.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Assistant Office Administrator for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

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

- (a) Shorthand III (minimum 120 w.p.m.);
- (b) Typewriting III (50 w.p.m.)/ Computerized Document Processing III;
- (c) Business English III/Communications II;
- (d) Commerce II
- (e) Office Practice II;
- (f) Office Management III/Office Administration and Management III;
- (g) Secretarial Duties II;

- (iii) Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other recognized institution;
- (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (v) Certificate in Computer Applications from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

**OR**

- (i) Served in the grade of Senior Office Administrator for a minimum period of three (3) years;
- (ii) Bachelors Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

**OR**

- Bachelors Degree in Social Sciences plus a Diploma in Secretarial Studies from a Recognized institution;
- (iii) Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other recognized institution;
  - (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
  - (v) Certificate in Computer Applications from a recognized institution; and
  - (vi) Shown merit and ability as reflected in work performance and results.