



## **JOB VACANCY**

Action for Children in Conflict is looking for a **Personal Assistant to the Director** to assist the Director in key administrative tasks and communications in Thika Town.

### **What is Action for Children in Conflict?**

Action for Children in Conflict is a small Non-Governmental Organisation working in Thika since 2004, running rehabilitative and preventative programmes to reduce the prevalence of street children in Thika. Among other activities, AfCiC runs a free legal aid programme, an economic programme featuring skills training, business support and microfinance, and an education programme that features school dropout prevention, school feeding, holiday clubs, a prison programme and non-formal education for street children.

### **Primary Job Responsibilities**

- Manage the Director's busy schedule; including organising meetings and appointments, helping the Director stay on task and on schedule
- Serve as a communications link between the Director and other staff when Director is not available
- Screening telephone calls, enquiries and requests, and handling them when appropriate;
- Dealing with correspondence and writing letters, taking dictation and minutes
- Producing documents, briefing papers, reports and presentations
- Planning, organising and managing events
- Creating & updating Director's contact database regularly
- Carrying out background research and presenting findings;
- Devising and maintaining office systems, including data management, filing, etc.;
- Commissioning work on the Director's behalf where requested
- Perform ad hoc administrative and personal tasks as needed

### **Skills/Qualifications/Attributes Required (Person Specification)**

#### **Essential**

- Graduate (2<sup>nd</sup> division degree or higher)
- At least one year experience as a personal assistant, administrative assistant, or secretary
- Excellent verbal and written communication skills
- Excellent word processing and IT skills, including knowledge of a range of software packages
- Excellent organisational skills
- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines
- Flexible and cooperative with team colleagues
- Competently manages conflicting priorities, works to deadlines and under a high level of pressure
- Self motivated & extremely efficient, able to work at a fast pace
- Maintains confidentiality and uses discretion at all times
- Honesty and reliable
- Proven respect for vulnerable children and their families, putting their interests first

- Maintains discipline fairly and in keeping with Child Protection Policy

Desirable

- Experience working with/ supporting international volunteers
- Experience organising and hosting events

**How can you apply?**

Please submit your **CV** and a **detailed covering letter** (either in person or by post) explaining how you meet the **Person Specification** to the AfCiC Administrator (Nancy Wangui) at the AfCiC Main Office on 2<sup>nd</sup> Floor, Imara Plaza (next to Thika Farmer's Hotel), Thika Town. Please enclose contact details of two professional references (no relatives or personal friends). Please note we are **NOT** accepting email applications.

Closing Date: Wednesday 20<sup>th</sup> April, 5pm

**Contact Details**

**Post:** PO BOX 130, THIKA  
**Telephone:** 067 22604/ 0724 509138

**Physical Address:** 2<sup>nd</sup> Floor, Imara Plaza, Thika Town  
**Website:** [www.actionchildren.org](http://www.actionchildren.org)