

# JOB ADVERT

## Background

OGRA Foundation is a non-governmental organization registered in Kenya. Its core pillars are disease prevention and treatment; maternal and child health; health systems strengthening and; community empowerment. Our mission is to promote, improve health and emergency response in pursuing economic and cultural development in the fight against poverty and social exclusion in the communities.

OGRA Foundation in partnership with Kenya Red Cross Society is implementing the Global Fund Program –New Funding Model 3 (NFM 3) in Kisumu and Busia Counties.

OGRA Foundation is currently looking for able professionals to fill the following position in the organization:

### Office Assistant (1)

#### Overall Job Function:

Responsible for provision of front desk and administrative services to the organization and secretarial support as and when required. This position will be based in Busia County.

#### Key Responsibilities

- Undertakes effective filing and proper record-keeping;
- Ensure that packages, mail or messages are delivered on time and efficient manner;
- Determine and document mail and package destinations by referring to addresses on packages and documents in order to ensure efficiency;
- Ensures that packages are ready for delivery by packing them in a safe manner and handle packages and documents with care and regard to security;
- Maintains communication with OGRA Foundation staff whilst in the field offices through cell phone;
- Take recipient's signature of the receipt and compare with original signature on identification card;
- Confirm deliveries by checking into the office after each delivery;
- Open and sort incoming mail and deliver to appropriate recipients within the office;
- Collect and seal outgoing mail and ensure that proper stamps are used;
- Monitors and maintains log book of daily visitors to the office; provides assistance to visitors by providing directions and accurate information related to OGRA Foundation;
- Handles external communication;
- Operates photocopying and duplicating machines, binding, ensures proper filing; and maintains information in the system and reports for regular maintenance and repair;
- Performs any other duties as assigned by the immediate supervisor.

#### Minimum Qualifications

- Candidate must possess a minimum qualification of Diploma in Social Science / Office management / Business Management or any other related course from a recognized institution with a minimum 2 years' work experience in providing front office or messenger services in reputable NGO.
- Certificate in computer applications
- Good written and verbal communication skills
- Demonstrate highest degree of integrity, credibility, and character;
- Self-driven and capable of working with minimal supervision
- Customer care skills
- Understanding of the local language

## **Application Procedure**

Interested applicants are invited to send their applications including a current CV, telephone number and referees (either current or former supervisor) to the Human Resource Manager, OGRA Foundation [recruitment@ografoundation.org](mailto:recruitment@ografoundation.org) with the position applied for as the subject line on or before 27<sup>th</sup> August 2021.

**Canvassing by applicant is strongly discouraged.**

Only shortlisted candidates will be contacted.

***OGRA Foundation is an equal opportunity employer.***

 **OGRA Foundation**



Giving Hope, Saving Lives