



THE NAIROBI HOSPITAL

CAREER OPPORTUNITY

The Nairobi Hospital, a leading health care institution in the region has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player, and well informed with the ability to effectively add value to enable good outcomes in line with our Strategic Plan (2019-2024).

ADMINISTRATIVE ASSISTANT REF: TNH/HRD/ADMIN/ASST/08/2024

The overall purpose of this job is to provide administrative support to assigned division/department to ensure efficient and effective service delivery in the division/department

ROLES AND RESPONSIBILITIES

- Compile weekly, monthly and quarterly reports for the division/department in conformity with the expected standards;
- Draft, type, dispatch and follow up internal and external correspondences for the Head of Department/Division in line with requirements;
- Facilitate departmental/divisional meetings including scheduling meetings, availing meeting documentation and ensuring the meeting room is setup in line with requirements;
- Record the division/department meeting's minutes and action points and follow up with respective staff for implementation to ensure they are actioned timeously;
- Manage the Head of division/department's diary including scheduling, rescheduling and the related communication in line with the requirements;
- Receive and attend to internal and external correspondences for the Head of division/department and forward and follow up with the relevant staff to ensure they are actioned timeously;
- File and maintain departmental/divisional documents including file tracking to ensure ease of retrieval;

- Request for transport for staff in the division/department in line with specified requirements;
- Assist the Head of division/department to prepare and monitor capital expenditure budget;
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

EDUCATION AND EXPERIENCE

- Bachelor's degree in any of the following disciplines: - Information Communication Technology, Computer Engineering, Computer Science, Business Information Technology, or equivalent qualification from a recognized institution.
- Secretarial training will be an added advantage
- Minimum of 3 years' experience in office administration in a busy environment

CORE COMPETENCIES

- Proven knowledge of Hospital operations, operations in business units and business impact analysis.
- Thorough knowledge of the Hospital Information Systems.
- Interpersonal and cross-cultural skills, including ability to build collaborative relationships with sensitivity to diversity/inclusion.
- Creativity and innovation skills.
- Action oriented.

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number, your current remuneration, testimonials and full contact details of 3 referees, to reach the undersigned not later than **2nd August 2024**. Only shortlisted candidates will be contacted. We shall **ONLY** accept **ONLINE** applications and contact **SHORTLISTED** candidates.

The Nairobi Hospital does NOT charge recruitment fees.

Director, Human Resources
The Nairobi Hospital
P. O. Box 30026 - 00100
NAIROBI

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