



CAREER OPPORTUNITY

Kenya Tourism Board (KTB) is a State Corporation established under the Tourism Act whose mandate is to market Kenya as a Tourist destination locally, regionally and internationally. KTB seeks to recruit exceptional, highly competent and professional individual to fill the following position:

PERSONAL ASSISTANT – CEO’S OFFICE

Primary Responsibilities

- a) Plan, manage and coordinate the CEO’s calendar to ensure all activities are executed.
- b) Prepare reports, presentations, briefing papers, and other documents required by the CEO.
- c) Network within and without KTB through communicating and dissemination information to relevant departments / officers within organization, stakeholders and clients
- d) Attend to inquiries appropriately including consulting with relevant authorities
- e) Make appropriate decisions in daily office matters, handling emergencies effectively and efficiently
- f) Budget for CEO’s office for financial year, accounting and surrendering imprest granted accordingly
- g) Creating and maintaining office systems including data management
- h) Ensure integrity and confidentiality of official communication, information, data and security of office assets and classified materials
- i) Act as a secretary in meetings chaired by the CEO.

Key Qualifications and Experience

The ideal candidate **must** possess the following:

- Bachelor’s degree in communications, business administration, humanities or equivalent.
- 3 years’ relevant experience
- Certificate in Computer Proficiency

HOW TO APPLY:

- (i) Interested and qualified candidates are advised to visit the KTB’s website www.ktb.go.ke for a detailed job description and specification.
- (ii) All applications must be submitted online
- (iii) All applications must be submitted by 5:00pm 20th November 2020
- (iv) No hard copy applications will be accepted

Shortlisted candidates will be required to submit **valid documents** to satisfy the requirements of Chapter 6 of the Constitution of Kenya 2010 and will be required to submit among other documents:

- (i) Certificate of Good Conduct from the Directorate of Criminal Investigations;
- (ii) Clearance Certificate from the Higher Education Loans Board;
- (iii) Tax Compliance Certificate from the Kenya Revenue Authority;
- (iv) Clearance from the Ethics and Anti-Corruption Commission
- (v) Report from an Approved Credit Reference Bureau

“KTB is an equal opportunity employer committed to diversity and gender equality.”

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