



Job Advertisement Administrative Assistant

Mission for Essential Drugs and Supplies (MEDS) is a faith-based health solutions provider founded by an ecumenical partnership of the Kenya Conference of Catholic Bishops (KCCB) and the Christian Health Association of Kenya (CHAK). The Organization's core mandate is to provide reliable and affordable Health Products and Technologies, Quality Assurance and Health Systems Strengthening Services. MEDS was established in 1986 and serves clients spread throughout Kenya, other regions in Africa and beyond.

The position will report to the Head of Department and will be responsible for providing administrative support to the department and the Head of Department by managing and coordinating tasks to ensure efficient service delivery, enhance customer satisfaction, and achieve organizational objectives.

Key Responsibilities:

- i. Manage all records including, minutes and correspondences in accordance with organizational policies to ensure they are up-to-date, accurate, complete and retrievable following Good Record-Keeping Practices.
- ii. Coordinate meetings for the department by scheduling, taking minutes and compiling reports while continuously monitoring the completion of agreed actions by various stakeholders to ensure their efficiency and effectiveness.
- iii. Coordinate the review of QMS-related documents for the department for compliance.
- iv. Perform monitoring and evaluation activities for the department by preparing weekly and monthly performance reports for all staff to facilitate decision-making by Section Heads and Head of Department.
- v. Provide communication links between internal and external stakeholders with the Head of Department by managing correspondences in form of letters, emails and telephone calls for efficient service delivery.
- vi. Provide support to the team in the Supply Chain department to drive the successful execution of various initiatives, for efficiency.
- vii. Manage diary, schedules, confidential information, appointments and travel arrangements for the Head of Department for effective service delivery.
- viii. Organize and prepare conferences and events within or outside MEDS in liaison with other departmental staff for effective service delivery.
- ix. Handle requests and queries from external stakeholders for customer satisfaction

Candidate Profile:

- i. Bachelor's Degree in Business Administration or related field and Secretarial studies.
- ii. Minimum 5 years relevant experience.
- iii. Technical Competencies; Office Management skills; Experience with scheduling tools, Microsoft Office Suite Proficiency; Records Management; Time management
- iv. Functional skills; Discretion and confidentiality, Communication skills, Problem-Solving skills, Analytical skills, interpersonal skills, keen to details and high level of integrity

If you fit the profile of this position, please submit your application including:
Detailed CV stating your current position, current or last gross salary and expected gross salary

To: hr@meds.or.ke

By: 28th February 2025
(only shortlisted candidates will be communicated to)