Applications are invited from suitably qualified Citizens of East African Community Partner States (Burundi, Kenya, Rwanda, Tanzania and Uganda) for the following position tenable at the East African Community Secretariat:

**SENIOR PERSONAL SECRETARY**

**ORGAN:** EAC Secretariat  
**DEPARTMENT:** Administration  
**REPORTS TO:** Principal Administrative Officer

**DURATION OF CONTRACT:** 6 months renewable based on performance and funding availability

**SUMMARY OF POSITION:**

To manage the executive office and on the basis thereof provide efficient administrative, logistical and secretarial services

**DUTIES AND RESPONSIBILITIES:**

1.1 Overall management of the executive office and provide secretarial services;
1.2 Provide Administrative support to the Office, including all the Directorates under the Office;
1.4 Receive and refer customers/visitors and direct them appropriately;
1.5 Maintain and update office diary and draft responses to correspondences as agreed with the Executive;

1.6 Maintain good relations with staff, customers and the general public;

1.7 Arrange appointments and meetings as appropriate, including arranging agendas and programmes for meetings under the Executive’s docket;

1.8 Create and maintain appropriate records and filing sub-system for the Office;

1.9 Liaise with the Registry to handle incoming and outgoing correspondence;

1.10 Manage and update office diary, draft responses to correspondences and arrange for appointment and meetings.

1.11 Take dictation, transcribe and draft correspondence, memoranda; etc.

1.12 Promote a positive corporate image and culture of the Community.

1.13 Perform any other duty as may be assigned to you by supervisors.

QUALIFICATIONS AND EXPERIENCE:

Diploma in Secretarial Studies or equivalent.

Skills in typing of at least 80wpm, shorthand 120 wpm, over 6 years experience with at least 2 years of experience managing an Executive Office.

A degree in Secretarial Services and or training in office management/administration, are added advantages.

SKILLS AND COMPETENCIES:

Good communication, interpersonal and analytical skills, ability to work with a team, proficiency in the use of computers knowledge of MS. Word, Excel, PowerPoint and at least one computer database programme; Ability to take dictation; good command of Business English, and knowledge of records management and book-keeping.

SKILLS AND COMPETENCIES:
Good communication, interpersonal and analytical skills, ability to work with a team, proficiency in the use of computers MS. Word, Excel, PowerPoint and at least one computer database programmes computer programmes. Ability to take dictation, a good command of Business English, office practice and customer care. Knowledge in records management and book keeping

**HOW TO APPLY:**

Interested candidates should submit their applications accompanied by a detailed CV, copies of both academic and professional certificates and testimonials, names and addresses of three reputable referees, contact details (e-mail, telephone) should be sent by registered mail, courier service or by email to:

**The Secretary General**
**East African Community**
**P. o Box 1096**
**Arusha - Tanzania.**
**Fax No: +255 27 2504255/ +255 27 2050281**
**E-mail: vacancies@eachq.org**

All applications should be received not later than **Friday 20 March 2015 at 17:00Hrs**

EAC Secretariat shall only respond to shortlisted candidates.

EAC is an equal opportunity employer. Female candidates are encouraged to apply.