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:

**PERSONAL SECRETARY**

**ORGAN:** EAC Secretariat  
**DEPARTMENT:** Administration  
**REPORTS TO:** Principal Administrative Officer  
**DURATION OF CONTRACT:** 6 months renewable based on performance and funding availability

**POSITION SUMMARY:**
To manage the office and on the basis thereof provide efficient administrative and secretarial services

**DUTIES AND RESPONSIBILITIES:**
1.1 Manage the Office, provide secretarial services and ensure Security and safety of Office and Information.
1.2 Provide administrative support including travel arrangements.
1.3 Arrange for timely requisition of office supplies and stores.
1.4 Facilitate information sharing between various directorates and departments.
1.5 Prepare briefing materials for meetings and appointments and take minutes and dictation.
1.6 Receive, attend to and direct customers/visitors appropriately.
1.7 Maintain good relations with employees, customers and the general public.
1.8 Create and maintain appropriate record and filing sub-systems for the Office.
1.9 Handle incoming/outgoing calls and liaise with the Registry in respect to incoming and outgoing correspondences; and
1.10 Promote a positive corporate culture and image of the Community.

QUALIFICATIONS AND EXPERIENCE:

Diploma in Secretarial Studies or equivalent. Skills in typing of at least 50wpm, shorthand 100 wpm and 5 years experience. Training in Administration/Office Management is an added advantage.

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.