

JOB DESCRIPTION FOR EXECUTIVE SECRETARY

Job Title	Executive Secretary
Grade	RL 5
Corporation/Organization	Salaries and Remuneration Commission
Directorate	Corporate Services
Department	Human Resource & Administration
Division	N/A
Section / Unit	Human Resource & Administration
Location / Work Station	Nairobi (Head Office)
Reporting Relationships	
Reports to	Head of Human Resource & Administration
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
This position is responsible for the provision of secretarial and administrative support in the office of the Chairperson, members of the Commission and the Commission Secretary to ensure services are provided effectively and efficiently.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ol style="list-style-type: none">i. Oversee administrative and logistical matters to ensure seamless flow of the Commission's activities;ii. Avail office stationery;iii. Manage e-office for effective research and processing of information;iv. Utilizing office equipment;v. Attend to both internal and external clients and ensure they are satisfactorily served;vi. Handle both outgoing and incoming calls;	

- vii. Handle customer/client enquires and complaints;
- viii. Coordinate schedules of meetings and organize Commission and Committee meetings and ensure relevant materials for the specific meetings are in place;
- ix. Manage the Executive's official working diary appointments;
- x. Draft responses to correspondence for the Executive's signature;
- xi. Edit draft responses such as reports, minutes and presentations for the Executive's approval;
- xii. Coordinate travel arrangements including itinerary, clearance, tickets and other related requirements;
- xiii. Safeguard office records, equipment and documents including classified materials;
- xiv. Safeguard the integrity and confidentiality of data;
- xv. Maintain an up-to-date filing system in the office to facilitate ease of retrieval of documents;
- xvi. Prepare responses to routine correspondence to ensure timely feedback to the clients;
- xvii. Manage office protocol and etiquette;
- xviii. Ensure refreshments are served accordingly;
- xix. Ensure proper office layout, cleanliness and tidiness;
- xx. Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence; and
- xxi. Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

- i. Computer
- ii. Office Furniture and equipment

III. Decision Making / Job Influence

Operational

IV. Working Conditions

Office setting with occasional travel

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

<ul style="list-style-type: none"> i. Bachelor’s degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized university; and ii. Diploma in Secretarial Studies from a recognized institution.
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> i. Certificate in Secretarial Management Course from a recognized institution;and ii. Certificate in Public Relations & Customer Care Course
Previous relevant work experience required.
Six (6) years of service in a comparable position from a reputable organization.
Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> i. Meets the requirements of Chapter Six of the Constitution; ii. High level of Confidentiality; iii. Knowledge of relevant legislation; iv. Knowledge in professional standards; v. Ability to identify customer needs, develop service standards and deliver service excellence; vi. High level interpersonal skills; vii. Ability to deliver results in a complex and dynamic environment; viii. High level of attention to detail; ix. Ability to work well with teams; and x. Ability to work with minimum supervision under strict deadlines.

Interested and qualified persons are requested to register and apply to the SRC E-recruitment Portal <https://recruitment.src.go.ke> . Details of the position are in the Commission website under Career Section. Hard copies and email applications shall not be considered.

To be received on or before 17th May, 2026.