



27st September 2023

VACANCY (WORK WITH US)

Kenya Medical Practitioners', Pharmacists' and Dentists' Trade Union (KMPDU) is registered Trade Union (TU/158) whose main mandate is to represent the aspirations of and advocate for the welfare all doctors (medical practitioners, pharmacists and dentists) practicing within the geographical boundaries of the republic of Kenya. KMPDU represents close to 10,000 doctors spread across the 47 counties, national referral hospitals and in the private sector in bipartite and tripartite social dialogue frameworks on employment matters. KMPDU has TEN branches organized on county basis with elected branch representatives running the affairs of the union at branch level.

We are seeking to recruit enthusiastic, dynamic, competent, proactive and qualified professional to fill the position of Office Administrator.

JOB DESCRIPTION

JOB/ POSITION TITLE: <i>Office Administrator</i>
DEPARTMENT AND DIVISION: Administration KMPDU Central Branch
POSITIONS REPORTING TO: <i>Branch Secretary</i>

JOB SUMMARY

As an administrator, you are responsible for providing administrative support to ensure the smooth operation of the branch Your role involves managing various tasks, including clerical duties, minute taking for all branch meetings, you will work closely with the branch executive committee members and KMPDU secretariat team and management to facilitate efficient workflows and maintain a well-organized work environment.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

- i. Keeps a register of all members of the Branch and their contacts, address all issues raised by members and issue members with registration numbers/ cards.
- ii. Organize and service meetings (producing agendas and taking minutes) maintain diaries, arrange appointments and acts.
- iii. Keeps an accurate record of all Branch assets and ensures their security and safety.
- iv. Handles telephone calls and appointments, attends to all enquiries by branch visitors.
- v. Ensures security of office records, equipment and documents including confidential information.
- vi. Maintains an up-to-date filing system and retrieval of documents
- vii. Coordinate office cleanliness and attend to day to day running of the branch.
- viii. Actively recruit new members of the branch, visit health institutions to market and
- ix. popularize the Union
- x. Ensures proper preparation of branch books of accounts, record of financial transactions and income & expenditure accounts.
- xi. Ensures the books of accounts are counterchecked by the Head Office accountant before they are submitted to the Ministry of Labour for auditing.
- xii. Disseminate official communications as directed by the HQ / National Office.
- xiii. Participates in all branch meetings, arrange meeting venues and take minutes

JOB SPECIFICATIONS/ KNOWLEDGE AND COMPETENCIE

- A bachelor degree in Human Resources Management, Public Relations, finance, or accounting.
- Effective reporting skills and working under pressure with minimum supervision
- Planning and organization skills
- Good written and spoken Communication skills
- Excellent Interpersonal skills
- Astute with modern record keeping skills
- Highly flexible and adaptable
- Good analytical and problem-solving skills
- Self-drive and a good team player

APPLICATION PROCESS

The interested candidates/Firms who meet the above criteria may submit their applications addressed to:

**The Secretary General,
Kenya Medical Practitioners, Pharmacists and Dentists Union,
P.O Box 157-00202,
KNH-NAIROBI**

Applications Comprising of the listed below to reach us not later than 12th October 2023 at 5:00pm either in hard copy or electronically via nec@kmpdu.org.

- 1. Letter of application**
- 2. Comprehensive Curriculum vitae.**
- 3. Certified Copies of Certificates**
- 4. Professional testimonials**
- 5. Names and addresses [with telephone and Emails] of 3 referees.**

KMPDU is an equal opportunity employer. Only Shortlisted candidates will be contacted.
CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION