



## VACANCY (WORK WITH US)

**12<sup>TH</sup> FEBRUARY 2024**

### **ABOUT 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 positions of office administrators (Two positions) one at KMPDU Upper Eastern Branch and another at KMPDU Lower Eastern Branch.

### **JOB OVERVIEW**

We are seeking a highly organized and detail-oriented individuals to join our team as Office Administrators. Ideals candidates will play key roles in maintaining an efficient and well-organized office environment.

### **KEY RESPONSIBILITIES**

- **Administrative Support:** Provide administrative support to ensure efficient office operations.
- **Communication:** Handle incoming and outgoing communications, including emails and phone calls.
- **File Management:** Maintain and organize office files, both digital and physical, ensuring accessibility and confidentiality.
- **Office Supplies:** Monitor and replenish office supplies as needed, keeping inventory well-stocked.
- **Scheduling:** Coordinate meetings, appointments, and travel arrangements for team members.
- **Data Entry:** Accurate and timely data entry into relevant systems and databases.
- **Front Desk Operations:** Greet visitors, answer inquiries, and manage the front desk with a professional demeanor.
- **Collaboration:** Work collaboratively with various departments to ensure smooth workflow.

## KNOWLEDGE AND COMPETECIES

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- Proven experience as an Office Administrator or in a similar role.
- Astute with modern record keeping skills
- Highly flexible and adaptable
- Self-drive and a good team player
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Attention to detail and problem-solving skills.
- Ability to handle confidential information with discretions.

## JOB DESCRIPTION- *ACADEMIC, PROFESSIONAL QUALIFICATIONS, TRAINING & WORK EXPERIENCE*

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- Diploma in Business Administration /Social sciences with at least 3 years in Union organizing/office administrative role.
- GLU and/or GOTUS training is an added advantage
- Solid experience in Trade Union Organizing, Education and Recruitment
- Knowledge in Public Sector Trade Unionism in Kenya is desirable
- Effective reporting skills and working under pressure with minimum supervision
- Be informed in labor market dynamics in Kenya, health sector and agile advocacy for social justice in favour for workers.

## HOW TO APPLY

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Interested candidates who meet the above criteria may submit their resume and a cover letter highlighting their qualifications and relevant experience including , Certified Copies of Certificates, Professional testimonials, Names of 3 referees and contact addresses to [nec@kmpdu.org](mailto:nec@kmpdu.org) by 23<sup>rd</sup> February 2024 not later than 17.00hrs . Application to be addressed to:

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

## NOTES

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1. KMPDU is an equal opportunity employer.
  2. Only Shortlisted candidates will be contacted.
  3. Canvassing will lead to automatic disqualification.
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