



## **COUNCIL OF GOVERNORS**

### **INTERNSHIP OPPORTUNITY**

### **ADMINISTRATION SECTION**

The Council of Governors (CoG) is established under Section 19 of the Intergovernmental Relations Act 2012 with the mandate to provide a mechanism for consultation amongst County Governments, share information on performance of the counties in execution of their functions, facilitate capacity building for governors, and consider reports from other intergovernmental forums on national and county interests amongst other functions (Section 20).

#### **Overall responsibility**

Responsible for providing administrative support to ensure efficient operation of all offices.

#### **Duties and Responsibilities**

The specific duties and responsibilities will include:

- Offer logistical support in areas of travel, daily scheduling, and meeting preparation.
- Schedule and coordinate management events, meetings, and conference calls; inform attendees/participants of function dates and times and coordinates all logistical requirements
- Perform administrative tasks including creating correspondence, memos, presentations, confidential material, meeting minutes.
- Manage different work calendars
- Provide general office support
- Ensure the timely and successful delivery of our services.
- Devise and maintain office systems, including data management and filing;
- Screen phone calls, enquiries and requests, and handling them when appropriate;
- Organize and maintain diaries and making appointments;
- Deal with incoming email, faxes and post
- Perform other duties as assigned

#### **Training and Qualifications**

- Diploma in Business Management, Business Administration or closely related field
- Highly proficient communicator in both written and verbal communication.

- Excellent verbal and written communications skills
- Excellent customer service skills.
- Good listening skills and ability to follow directives appropriately and (where applicable) relay the information correctly

### **Reporting and supervision**

Reporting to the Head of Administration

### **Duration**

**The contract of employment is for a period of six months (6).**

Interested candidates should send a CV, cover letter, copies of ID, certificates and testimonials to [hrcog@cog.go.ke](mailto:hrcog@cog.go.ke) and indicate the name of the position you are applying for as the Email subject.