



## **COUNCIL OF GOVERNORS**

### **INTERNSHIP OPPORTUNITY**

#### **SECRETARIAL 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 secretarial services in an effective and efficient manner.

#### **Duties and Responsibilities**

The specific duties and responsibilities will include:

- Handling in-coming and out-going telephone calls
- Drafting and responding to correspondences on daily basis
- Directing mail to the appropriate individual in the organization
- Opening and screening incoming mails
- Ensuring general cleanliness of the office
- Arranging and organizing meetings and providing full support as required
- Responsible for file maintenance (electronic and hard copy)
- Attending to internal and external customers and/or clients and providing required information from time to time
- Providing general administrative support
- Serving tea and/or refreshments to the Executive and visitors
- Any other duties assigned from time to time

## **Training and Qualifications**

- Kenya Certificate of Secondary Education mean grade C (plain);
- The following qualifications from the Kenya National Examinations Council (KNEC):
  1. Typewriting II (minimum 40 w.p.m) / Computerized Document Processing II
  2. Business English I / Communications I
  3. Office Practice I
  4. Commerce I; and
- Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized Institution.

## **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.