

## **Vacancy Announcement**

### **PROGRAMME FOR LEGAL EMPOWERMENT AND AID DELIVERY (PLEAD)**

#### **In support of**

#### **NATIONAL LEGAL AID SERVICE - NLAS**

The National Legal Aid Service (NLAS) is a state agency established under the Legal Aid Act 2016 to facilitate and provide legal aid services to the indigent, vulnerable and marginalized persons. To support NLAS in achieving its mandate, the Government of Kenya (GoK) and the European Commission (EU) signed a financing agreement to implement the Programme for Legal Empowerment and Aid Delivery (PLEAD). The Programme Management Facilitation Unit (PMFU) is seeking to fill the following positions on short-term contract of 6 months.

#### **1. Office manager – One post (1)**

##### Duties and Responsibility

- Provide day-to-day secretarial and administrative support to PMFU staff
- Draft routine correspondence
- Manage the front desk, receive and guide visitors and distribute phone calls
- Set up and maintain the PMFU filing system
- Coordinate with the PSO, the PMFU team meetings, prepare and distribute minutes
- Manage Service Agreements for computer and software maintenance, copier, ensure general cleanliness and tidiness, office keys management, and fire equipment
- logistics
- Manage and control office supplies including placing orders and ensuring timely deliveries
- Set up and maintain a programme assets register and office inventory
- Manage the PMFU petty cash, fuel accounts including the timely replenishment of the same
- Make payments and record programme expenditure, ensuring that each transaction is accompanied by the necessary supporting documents and are properly filed
- Produce and keep payment vouchers in original form and duplicates, and prepare the corresponding Cheques
- Assisting to maintain a computerized financial management system for all programme expenditure in orderly and timely manner for audit purposes
- Coordinate the day-to-day management and supervision of premises, ensuring premises are suitable for the organization in terms of repairs, maintenance of fire equipment, lighting and security
- Execute any other reasonable duties assigned by the project team leader or the finance and administration manager

##### Qualifications and experience

- Degree in Administration (preferably Bachelors Degree in Secretarial Studies Bachelors Degree in Social Science or related degree from accredited and recognized University in Kenya
- At least three (3) years' experience in a similar position (professional experience in office Administration)
- Knowledge of modern office practices, procedures and equipment
- Ability to maintain and keep records
- Experience in secretarial duties

- A good level of communication skills in both spoken and written English
- Excellent computer skills, especially word processing and spread sheets
- Good interpersonal skills

## 2. **Driver- One post (1)**

### Main responsibilities

- Drive the project vehicles and ensure safety of passengers
- Conduct daily checks to ensure that the project vehicle is kept in good running condition, clean and report any damage, accidents or malfunction to management in order to facilitate necessary maintenance and repairs
- Ensure the safety and security of the vehicle at all times and particularly on field trips and safety of persons and equipment on board
- Ensure that the licenses (including the driver's license), insurance, etc are always up to date
- Maintain vehicle log book and keep them up to date at all times while monitoring fuel consumption, mileage, services, repairs and parts replacement
- Make deliveries as requested by the programme team leader
- Perform any other reasonable duties as assigned by the programme team leader

### Qualifications and experience

- Minimum KCSE certificate or its equivalent
- A valid driving license and clean driving license (Class A, B, E) plus a defensive driving certificate
- At least seven (7) years' experience in a similar position
- Knowledge of basic vehicle maintenance
- Good communication skills

For more information on the above vacancies, including detailed job descriptions and requirements please visit the NLAS website at: [www.nlas.go.ke](http://www.nlas.go.ke)

Interested and qualified candidates should submit their curriculum vitae, a cover letter and contact details to email address [recruitment@nlas.go.ke](mailto:recruitment@nlas.go.ke) to reach us on or before 22<sup>nd</sup> March,2024. Indicate the position as the subject line in your application.