



NGAAF Headquarter
Absa Towers, 16th Floor
P.O BOX 48274-00100
NAIROBI



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MEMO

NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND

INTERNAL ADVERTISEMENT OF A VACANCY

15th September, 2020

The National Government Affirmative Action Fund was established under the Public Finance Management Act (No. 18 of 2012) and is governed by the Public Finance Management Act (National Government Affirmative Action Fund) Regulations, 2016.

The Fund Board invites applications from suitably qualified candidates for the position listed below:

1. REF. NO. NGAAF/1/2020: RECEPTIONIST- 1 POST

The Receptionist will be deployed at the entry gate of the NGAAF offices, Headquarters to usher in Guests and visitors.

Specific Duties and Responsibilities will be:-

- a) Compiling daily records of visitors;
- b) Providing relevant information to visitors;
- c) Responding to visitors queries and telephone inquiries;
- d) Recording and confirming visitors appointments;
- e) Recording visitors personal details, receiving, guiding and directing visitors to designated offices and areas;
- f) Issuing visitors passes;
- g) Making seating arrangements and tagging VIP seats during official functions/meetings; and
- h) Any other duties as shall be assigned by the Supervisor.

Requirements and Qualifications for appointment;

A candidate must:-

- (i) Be Kenyan Citizen of the age 20-45 years of age;
- (ii) Have at least two (2) years' work experience in the relevant field;
- (iii) Have excellent communication and presentation skills;
- (iv) Have a Diploma in any of the following fields: Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy,

- Communication management, Event management, Front Office or any other equivalent qualification from a recognized institution;
- (v) Possess a Certificate in computer applications; and
 - (vi) Ability to work with minimal supervision.

APPLICATION PROCESS:-

- 1). Each application should be made in a sealed envelope with the Reference Number for the position indicated at the right top corner of the envelope and addressed to:

**The Chief Executive Officer,
National Government Affirmative Action Fund,
Absa Towers, 16th Floor,
P.O. Box 48274-00100
NAIROBI**

Or hand delivered to:

**NGAAF Secretariat,
National Government Affirmative Action Fund,
Absa Towers, NAIROBI**

Or Email to:

hr@ngaaf.go.ke

- 2). The application should be accompanied by a CV with three (3) referees and mobile phone contact plus photocopies of Identity Card and all relevant certificates and testimonials.

NGAAF is an equal opportunity Employer: Affirmative Action Groups are particularly encouraged to apply.

NB: The successful candidate will be offered a one (1) year contract renewable subject to satisfactory performance.



Titus Lotee

Chief Executive officer

The applications should be received on or before Friday, 2nd October, 2020 at 5.00 p.m.