



POSITION ANNOUNCEMENT TEMPORARY ASSISTANT - ADMINISTRATION

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications for the following position:

TEMPORARY ASSISTANT - ADMINISTRATION

Reporting to the Senior Administrative Officer and will be responsible for providing support in the Administration function.

Contract Period: Six (6) Months Fixed Term Contract

Key responsibilities for the position:

- a) Undertake implementation of administration policies and procedures;
- b) Handle day-to-day running of the general insurance covers;
- c) Participate in the preparation of applicable monthly, quarterly and annual reports;
- d) Monitoring of outsourced services;
- e) Undertake monitoring of cleaning services to ensure a clean and safe work environment;
- f) Undertake monitoring of outsourced services such as mail delivery, transport and reception services;
- g) Handling of staff transport requests;
- h) Undertake implementation occupational Safety and Health compliance requirements;
- i) Coordinate provision of utility services in the office; and
- j) Provide required administrative support to staff as and when necessary.

Minimum Qualifications and Experience

Bachelor's Degree in Business Administration, Business and Office Management, or any other discipline from a recognized institution.

Key skills, Knowledge & Competencies

- 1) Presentation skills
- 2) Communication and interpersonal skills
- 3) Flexibility
- 4) Detail Oriented
- 5) Confidentiality

Please [Click Here](#) and apply. Applications should be received on or before **October 30, 2025**.

Note: Please provide complete and accurate information pertaining to the instructions provided on the e-recruitment portal. Only shortlisted candidates will be contacted for interviews.

“Capital Markets Authority is an Equal Opportunity Employer. Persons living with disabilities are encouraged to apply”.

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS