

Administrator I - Membership Services (1 position)

Main Purpose of the Job

This position will provide essential technical support in both member services and administration operations. Reporting to the Community Relations Lead, the Assistant Administrator will play a key role in ensuring the smooth execution of administrative tasks related to member services and procurement, contributing to the overall efficiency of these functions.

Requirement for the Job

The ideal candidate should hold a university degree or diploma in Business Administration, Procurement, or a related field from a recognized institution. Certification from the Chartered Institute of Purchasing and Supplies (CIPS), or an equivalent professional qualification, will be an added advantage.

In addition, the candidate should have a good understanding of purchasing systems and basic finance, and experience negotiating and executing agreements and contracts for services and strategic sourcing for goods. The candidate must have demonstrated excellent oral and written communication skills, high ethical and moral standards and capable of working in teams with limited supervision

Interested and qualified persons should visit the [KENET recruitment portal](https://recruitment.kenet.or.ke) for submission of their application.

Applications should be submitted not later than **March 28, 2025**. Only shortlisted candidates shall be contacted to attend the interview at KENET.

KENET is an equal opportunity employer and promotes diversity. Female candidates as well as candidates from marginalized or semi-arid areas are encouraged to apply.

A competitive remuneration package commensurate with the position shall be offered to the successful candidates.

"The Participant hereby explicitly and unambiguously consents to the collection, use and transfer, in electronic or other form, of their personal data provided herein (Refer to KENET data consent form in the online job Application portal) for purposes of completing this application process. Further, the participant understands that KENET may continue to hold the provided personal information about the Participant in their database, whether the participant shall be successful in this application process or not and such information may be used for any future opportunity that may match the skills of the participant".

NB: The participant has the right to withdraw their consent provided above by writing to info@kenet.or.ke at any time and once they have withdrawn their consent, KENET shall cease any further processing of their provided personal data".

NOTE: Applications submitted in hard copy format will not be considered