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## Senior Administrator – Governance and HR (1 Position)

### **Main Purpose of the Job**

This position reports to the Executive Director and will provide strategic support in governance and HR matters. The role involves overseeing key governance functions, supporting board-related activities, and managing HR and administrative tasks to ensure organizational efficiency. Reporting directly to the Executive Director, this position also offers direct administrative support to the Executive Directors office.

### **Requirements for the Job**

The ideal candidate shall have a bachelor's degree in law, Economics, or Business administration from a recognized university. With at least five (5) years post-graduation experience in a governance or administrative role.

Certification in CPS (K) would be an added advantage. The candidate must have demonstrated excellent oral and written communication skills, high ethical and moral standards and be 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their consent provided above by writing to [info@kenet.or.ke](mailto:info@kenet.or.ke) at any time and once they have withdrawn their consent, KENET shall cease any further processing of their provided personal data".*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**