



VisionFund Kenya Limited is a fast growing financial service company and an investment of the World Vision Kenya. For more information kindly visit our website: [www.visionfundkenya.co.ke](http://www.visionfundkenya.co.ke). We wish to recruit a highly competent, proactive and self driven person to fill the position of:

#### **EXECUTIVE ASSISTANT TO THE CEO**

- Reporting to the Chief Executive Officer, the holder of this position will plan and carry out Administration and Legal assignments on the MFI's operations in an efficient, economical and effective manner. The Executive Assistant will focus on managing CEO's calendar, Management and coordination of executive meetings.
- Handle incoming and outgoing electronic communication on behalf of the CEO.
- Manage board meetings
- Maintain up to date information on each Board member.
- Maintain up to date Board policy and charter
- Keep CEO updated on policy changes as notified by VFI
- Provide legal opinions
- Review contracts
- Coordination with panel of Advocates for all legal cases
- Coordinate legal recovery process.

#### **JOB REQUIREMENTS**

The ideal Candidate should possess a degree in legal matters qualifications Degree or diploma in Business Administration or a related field from a recognized University, Must have a minimum of 2 years experience in legal firm or financial institution, has an experience in Administration, demonstrates strong interpersonal skills, Excellent report writing skills and ability to work with minimum supervision are also key attributes.

The candidate must be professing and practicing Christian, whose conduct and depth of character is governed by personal Christian convictions.

Application letter, and detailed CV together with names of three referees, including daytime telephone contacts, should reach the undersigned not later than Monday, 7<sup>th</sup> October 2019. Only short listed candidates will be contacted. The position applied for should be the subject of the e-mail application.

E-mail: [hr@visionfundkenya.co.ke](mailto:hr@visionfundkenya.co.ke)

***Our Vision for every child; life in all its fullnes. Our prayer for every heart, the will to make it so.***