



**TRANSIT TRANSPORT COORDINATION AUTHORITY
OF THE NORTHERN CORRIDOR**

Links Road, Nyali, P.O. Box 34068-80118, Mombasa, Kenya

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VACANCY ANNOUNCEMENT

1.0 Overview of the Organization

The Northern Corridor Transit and Transport Coordination Authority (NCTTCA) is a Regional Inter-Governmental Institution composed of six (06) Member States of Burundi, DR Congo, Kenya, Rwanda, South Sudan and Uganda. The objective is to monitor the Corridor Performance and transform the Northern Corridor into a Development Corridor, making it seamless, efficient and smart. The Northern Corridor's Permanent Secretariat is based in Mombasa, Republic of Kenya.

A vacancy has arisen at the Permanent Secretariat of the NCTTCA as specified below:

2.0. Job Title: PERSONAL ASSISTANT TO THE EXECUTIVE SECRETARY.

Directorate:	Office of the Executive Secretary.
Salary Grade:	NCGS8
Reports to:	Executive Secretary.
Contract Duration:	Permanent to the retirement age of sixty (60).
Job Location:	Mombasa, Republic of Kenya.

2.1. Job Purpose

The overall purpose of the job is to be responsible to the Executive Secretary for providing efficient Secretarial support services to the office of the Executive Secretary

2.2. Duties & Responsibilities:

- a) Assist the Executive Secretary in his day-to-day administrative routines.

- b) Manage multiple tasks simultaneously while ensuring accuracy and attention to detail.
- c) Word process confidential and non-confidential letters, memoranda, reports, minutes, etc.
- d) Draft and type letters, memos, circulars as necessary and maintain an up-to-date filing and registry system.
- e) Send, receive official mail, date stamp, sort and accordingly to respective recipients and receive telephone calls, take messages, make telephone calls and arrange appointments.
- f) Maintain and schedule of Executive Secretary's appointments.
- g) Arrange for interviews and briefs of the Executive Secretary.
- h) Assist in organizing and hosting hospitality functions organized for outside visitors and members of staff.
- i) Ensure the Executive Secretary's office is clean and tidy.
- j) Perform other duties as may be assigned.

2.3. Qualifications and Experience:

- i. Degree in Secretariat science, Office management, Records management, or Public administration, Business administration with emphasis on office management, and advanced work processing skills.
- ii. A combined national and international experience of **8 years** as a secretary and good knowledge of office management including records management.
- iii. Good interpersonal, intercultural and organizational and communication skills;
- iv. Advanced information technology skills especially Microsoft Office (word, excel, access), or any other software packages;

3.0 Key Skills & Competencies

- i. Considerable knowledge of office procedures and secretarial practices, including organization, planning, records management, and general administrative skills.
- ii. Considerable tact and poise including excellent communication and interpersonal skills and the ability to establish and maintain good working relationships with people from diverse backgrounds.
- iii. Ability to maintain excellent public relations through courteous responses to inquiries and provide information within scope of responsibility.

- iv. Effective time management skills and the ability to prioritise workloads and work within tight deadlines.
- v. Ability to maintain confidentiality of privileged information and to ensure absolute discretion and sensitivity to confidential matters.
- vi. Very organized and ability to produce consistently high-quality work in an intensely pressurised office environment.

4.0 Language Proficiency

- i. Proficiency in English and working knowledge of French is desirable

5.0 Eligibility Criteria

- i. Minimum age of 20 and maximum age of 35 years at the time of recruitment.
- ii. Appointment terms are permanent till retirement age of sixty (60).
- iii. The position is open to ONLY Kenyan nationals.

6.0 Job Benefits

The post offers attractive fringe benefits including education allowance, a medical scheme, and insurance cover among others.

7.0 How to Apply:

All suitably qualified and interested candidates are advised to send their application letter, detailed curriculum vitae, photocopies of academic certificates, and a copy Passport showing the date of birth. In addition, applicants are required to provide details of at least three referees (not friends), at least one of whom should be most recent Supervisor(s).

Please quote the job title on both the application and the envelope.

NB: Please submit your application either electronically or in hard copy but not both. For electronic submissions, please quote the respective Job title on the subject of the email and forward to the address given below:

E-mail: ttca@ttcanc.org

For physical submissions, please address your applications to:

**The Executive Secretary
Northern Corridor Transit and Transport Coordination Authority
1196 Links Road, Nyali
P.O. Box 34068-80118**

Mombasa, Kenya

Deadline for submission of applications is 8th August 2025, 05:00pm East African Standard Time.

8.0 Short-listing and recruitment of applicants

Applicants that will best meet the criteria for the job will be short-listed and called for interviews at the NCTTCA Secretariat. Files submitted for application shall not be claimed for return to applicants.

9.0 Notification to successful applicants

Applicants that are short-listed for interviews shall be notified of the same via e-mail or phone calls and shall be advised of the date of interview for recruitment, as well as the logistics thereto related.

ANNEX 12



Northern Corridor Transit and Transport Coordination Authority (NCTTCA)

Application Form for Employment.

Please complete using black ink. If necessary, continue on no more than one extra sheet. Applications will only be considered if submitted on this form.

Post for which applying:					
Surname:		Forename(s):			
Nationality:		Date of Birth (D/M/Y):			
ID/Passport No:					
Address:		E-mail:			
		Telephone: Home:			
		Mobile:			
		Work:			
Gender:		May we contact you at work?	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No				

1. Education, qualifications and training

Please give details of secondary school/college/university attended, dates and qualifications gained. Provide details of membership to any professional organisations and training courses

you have attended, particularly those relevant to the skills, knowledge or experience required for this post.

School/College/University	Qualifications gained	Dates

2. Previous employment

Please provide details of your work history starting with your most recent employer. Please account for any gaps in your work history (continue on a separate sheet if necessary)

Dates (From - To)	Employer (Name & Address)	Position held, main duties and reason for leaving

3. Competencies and experience

Please describe the competencies, knowledge and experience which you will bring to this job. Please refer to the person specification in the job description.

4. Further Information in support of your application

Please explain why you are applying for this post and what interests you in applying to work for the NCTTCA

5. Please give the details of two referees (one of whom must be your current or most recent employer), and the capacity in which they know you. (Family and relatives cannot provide references)

Name:	1. _____		2. _____
Address:	_____		_____
	_____		_____
	_____		_____
	_____		_____
Telephone:	_____		_____
E-mail:	_____		_____
Capacity in which known:	_____		_____

Are you happy for us to contact these referees if you are shortlisted for interview?

If offered the position, when could you take up employment?

Please Read Before Signing:

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. I agree that this organisation and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application.

I hereby acknowledge that I have read and understand the above statements.

NAME _____

Date _____