



# AFRICAN INSTITUTE FOR CAPACITY DEVELOPMENT (AICAD)

Website: [www.aicad.or.ke](http://www.aicad.or.ke)

## VACANCIES

African Institute for Capacity Development (AICAD) is a Regional International Institution whose main mandate is poverty reduction through human resource capacity development. The Institute is jointly funded by the Governments of Kenya, Tanzania and Uganda. The AICAD Head Office is located in Juja, Kenya. AICAD has country offices in Kenya, Tanzania and Uganda located at Egerton University in Nakuru, Sokoine University of Agriculture in Morogoro, and Makerere University in Kampala respectively. AICAD hereby invites applications from qualified, competent, proactive and self-driven professionals to work at AICAD Headquarters in Juja, Kenya to immediately fill the vacant positions below:

### 1. ADMINISTRATIVE ASSISTANT-DUTY STATION: AICAD HEADQUARTERS (1 POST)

#### Duties and Responsibilities

Reporting to the Administration and Finance Director, the Administrative Assistant will be responsible for supporting the day-to-day tasks related to providing administrative support to ensure General Office Administration, handling human resource functions, Coordinate the maintenance of departmental equipment, among other duties as directed by the Administration & Finance Director

#### Qualifications and Experience

Diploma or Degree in any Business Administration, Social Sciences or other business related field. At least 2 years' experience in general office administration. Ability to meet deadlines and keen attention to detail. Ability to work both independently and as part of a team. Good verbal and written communication skills. Excellent computer skills (Word, Excel, PowerPoint). Strong interpersonal and cross-cultural skills. Accounting and human resource knowledge will be an added advantage.

### 2. LIBRARY CLERK – DUTY STATION: AICAD HEADQUARTERS, JUJA (1 POST) – Re- Advertisement

#### Duties and Responsibilities:

Reporting to the Information, Network, Documentation and Marketing Director, inputs and retrieves computerized information circulation, maintain a catalogued inventory of books and materials in the library and textbooks collection, prepare requisitions for purchases, prepare overdue notices and bills for lost or missing materials, instruct and assist library users in the use of the facility and materials, clean and repair worn or damaged books/materials, participate in documentation and editorial meetings and performing other duties as shall be assigned by the supervisor.

#### Qualifications and Experience:

Applicants should be a holder of Diploma or Degree in Information Science, or Library and Information Studies or their recognized equivalent qualifications from a recognized institution. At least one year relevant working experience. Proficiency in computer applications particularly programming a graduate of BLIS and Repository management competencies.

### 3. DRIVER – DUTY STATION: AICAD HEADQUARTERS, JUJA (1 POST) – Re-Advertisement

Answerable to the Office Administrator, the Driver will be responsible for driving the official vehicles, keeping the motor vehicles clean and in serviceable condition, booking and following up on servicing and repairs as required and assisting in office logistical activities/operations.

#### Qualifications and Experience:

Applicants should be holders of Kenya Certificate of Secondary Education (KCSE) with a minimum of "D Plain" or equivalent; clean driving permits for both commercial and public service vehicles; five years continuous accident free driving; report of good conduct; knowledge of motor vehicle repair; must be proficient in written and spoken English; proficiency in Kiswahili language is an added advantage, and must be between 30 – 50 years of age.

#### HOW TO APPLY

##### **Note:**

The positions are on a **three-year contract** renewable on successful performance and mutual agreement. Candidates who are interested and meeting the above mentioned requirements should express their interest in writing and send their applications along with copies of certificates and testimonials, a day time telephone contacts, email, names and addresses of three referees to reach the address below **not later than 15<sup>th</sup> March 2022**. Please note that **electronic applications will NOT be accepted**. Please visit our website: <https://www.aicad.or.ke> for more information about the divisions where these dockets fall. No soft copy applications will be entertained.

All applications should be addressed to:

**Ag. Administration & Finance Director**  
**African Institute for Capacity Development (AICAD)**  
**P.O. Box 46179-00100 GPO, Nairobi, Kenya**

**Note:** Only shortlisted candidates will be contacted

*AICAD is an equal opportunity employer*