



POSITION ANNOUNCEMENT INTERN – ADMINISTRATION

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications for the following position:

INTERN-ADMINISTRATION – 1 POSITION

Internship Period: 3 months (non-renewable)

Reporting to the Senior Officer Administration, the selected candidate will be responsible for;

- i. Coordinating transport logistics at the Authority under the guidance of the Senior Officer Administration;
- ii. Assisting in coordinating repairs of office equipment, facilities and motor vehicles in line with the maintenance plan;
- iii. Coordinating mail delivery and other correspondences;
- iv. Preparing monthly utilization reports on office utilities and other related services; and
- v. Undertake other assignments as assigned from time to time.

Minimum Requirements

Degree in Business Management, Business Administration and Public Administration

Skills and Competencies

- i. Integrity and honesty
- ii. Ability to multi-task
- iii. Self-management and attention to details
- iv. Team player
- v. Professionalism
- vi. Excellent communication and interpersonal skills.
- vii. Negotiation skills.

Please [Click Here](#) and apply. Applications should be received on or before **June 17, 2018**.

Note: Please upload a CV and one-page Cover Letter only at this stage. No certificates or other testimonials will be required until the interview stage. Only shortlisted candidates will be contacted for interviews.

Capital Markets Authority is an Equal Opportunity Employer. Persons with disabilities are encouraged to apply”.

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.