

Company Secretary & Legal Affairs	 KenGen	Date of Completion: Page: 1 of 4
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JOB DESCRIPTION

POST TITLE	BOARD SERVICES ASSISTANT		
DIVISION/ DEPARTMENT	COMPANY SECRETARY & LEGAL AFFAIRS DIVISION / SHARES & BOARD SERVICES DEPARTMENT		
REPORTS TO	BOARD SERVICES OFFICER	LEVEL	6
DATE:	20TH JANUARY 2017		

1. JOB PURPOSE

To provide efficient administrative support to the Board Service function. The role also involves provision of timely administration and logistical support for all the full Board and Board Committee Meetings to enable the Board secretariat complete the daily workflow.

- 2. PRINCIPAL ACCOUNTABILITIES**
1. Provide administration and logistical support to the wider Board Service function.
 2. With the guidance of the Board Service Officer, manage the diary of events of the Board Service function.
 3. Implement travel and accommodation logistics for the Board events and Meetings including refreshments, transport arrangements and distribution of the applicable documentation.
 4. Support administratively the production of reports and documents for various meetings including the full Board and Board Committee Meetings.
 5. Provide logistical support for the Board Induction program.
 6. Implement travel and accommodation logistics for the Board Service function.
 7. Timely archive of eBoard online documentation including organization and retention processes on eBoard.

8. Work with the Board Service team to complete the daily workflow.
9. Update of Board Service logistics checklists as and when changes occur.
10. Any other duties and adhoc projects as assigned from time to time.

3. DIMENSIONS

a) FINANCIAL MEASURES AND IMPACT:

- Board of Directors

b) PEOPLE IMPACT AND NUMBERS:

- No direct reports

4. RELATIONSHIPS

1. REPORTING TO:

- Board Services Officer

2. REPORTING TO JOB HOLDER:

- None

3. OTHER CONTACTS:

a. Within the Company: Board of Directors and All Company Divisions

b. Outside the Company: State Corporations Advisory Committee (SCAC), The National Treasury, MoEP, Corporate Governance authorities and Service Providers & Suppliers for all logistics

5. KNOWLEDGE AND EXPERIENCE

- Diploma in relevant field from a recognized institution
- At least two (2) years relevant work experience, one(1) year of which should be in governance and/or compliance
- Strong experience in Administrative or secretarial duties
- Demonstrate sound IT skills and good understanding of website content administration
- Ability to maintain confidentiality at all times
- Demonstrate ability to work in a fast-paced and dynamic office environment

6. SKILLS AND COMPETENCIES

- Confident, good communicator, a problem solver, dependable and dedicated team player
- Willingness to perform basic tasks as needed, with a can-do attitude at all times
- Must be able to handle a large and diverse workload
- Good IT skills and ability to carry out website content administration and navigate associated online/application in the Board software
- Strong planning, time management and organisational skills
- Proactive thinker and planner especially in terms of scheduling logistics to meet diary commitments
- Strong customer service focus
- Be helpful and effective when working with colleagues

7. JOB CHALLENGES

- Handling the logistics for multiple events taking place concurrently

8. DELEGATED FREEDOM TO ACT & MANAGEMENT CONTENT

- Authorised to deal with Board documentation and interact with Board Members
- Authorised to interact with applicable Board operating software

9. WORKING ENVIRONMENT

- Generally office environment
 - High-paced and regulated environment
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