



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

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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: ADMINISTRATIVE/PROCUREMENT ASSISTANT.

Directorate:	Administrative/Procurement Assistant.
Salary Grade:	NCGS5
Reports to:	Director Finance & Administration.
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 Director Finance & Administration for providing overall efficiency and smooth operation of the workplace, logistics, and procurement.

2.2. Duties & Responsibilities:

Administrative Responsibilities.

a) **General Office Support**

Answering phones, managing correspondence (email and physical mail), scheduling appointments, maintaining files, and coordinating travel arrangements, and ordering supplies, maintaining equipment, office, machinery, and assisting with general office duties.

b) **Record Keeping, data Entry and Management**

Maintaining accurate and up-to-date records of procurement activities, supplier information, and other relevant documents. Maintaining organized filing systems, databases, and contact lists. Entering and managing data in relevant systems, ensuring data accuracy and integrity.

c) **Communication Management (Client /visitor interaction)**

Greeting and assisting visitors, acting as a point of contact for internal and external stakeholders, communicating procurement information, and escalating issues as needed.

d) **Financial Tasks**

Assisting with expense tracking, budget management, and invoice processing related to administrative activities.

e) **Scheduling, Coordination & Event Planning**

Scheduling appointments, managing calendars, and coordinating meetings, minute taking and travel arrangements and assist with event logistics, including venue bookings, and attendee management.

f) **Confidentiality and Document Management**

Handling sensitive information with discretion and professionalism and preparation, editing, and distribution of documents, reports, and presentations. Assisting with tasks like document preparation, and report generation.

g) Any other assigned administrative tasks by the supervisor

Procurement Responsibilities:

a) **Purchase Order Management**

Creating, processing, and tracking purchase orders, ensuring accuracy and compliance with company policies and procedures and handling air ticket bookings for the organisation.

b) **Supplier Management**

Communicating with suppliers, obtaining quotes, negotiating prices, and managing supplier relationships.

c) **Contract Management**

Assisting with the preparation and management of contracts, ensuring deliverables are met and terms are adhered to.

- d) **Inventory Management**
Monitoring stock levels, tracking inventory, and advising on reorder points to prevent stockouts.
- e) **Compliance and invoice processing**
Ensuring all procurement activities comply with relevant regulations and company policies and assist with the processing of invoices related to procurement activities
- f) Any other assigned procurement tasks

Qualifications and experience:

- i. A bachelor's degree in Public Administration, Procurement, Supply Chain Management, or any other business-related field is required.
- ii. A combined national and or international experience of **8 years** in procurement, purchasing, or in administrative roles particularly one involving supporting procurement processes, is highly valuable.
- iii. Good knowledge of secretarial work, office management including records management is essential.
- iv. Advanced information technology skills especially Microsoft Office (word, excel, access) etc and potentially procurement-specific software is a plus.

3.0 Key Skills & Competencies

- i. **Strong Communication Skills:**
Excellent written and verbal communication skills are essential for interacting with suppliers, colleagues, and other stakeholders.
- ii. **Strong Organizational and Time management Skills:**
Ability to manage multiple tasks, prioritize workload, and maintain accurate and ability to manage time effectively and meet deadlines.
- iii. **Computer Proficiency:**
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.
- iv. **Attention to Detail:**
Accuracy and attention to detail are crucial for ensuring the accuracy of procurement documents and records.
- v. **Problem-Solving and Interpersonal Skills:**
Ability to identify and resolve issues related to procurement and administrative tasks and ability to build and maintain positive working relationships with colleagues and suppliers.
- vi. **Adaptability and flexibility:**
Ability to adapt to changing priorities and work in a fast-paced environment.

- vii. Ability to work independently and collaboratively

4.0 Language Proficiency

- i. Proficiency in English and working knowledge of French is an added advantage.

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 19th December 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 call and shall be advised of the date of interview for recruitment, as well as the logistics thereto related.