



**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: ADMINISTRATIVE ASSISTANT.

Directorate:	Administrative 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

To provide efficient, reliable, and proactive administrative support that enables the smooth day-to-day operation of the office and team. The ideal candidate will be the backbone of our office operations, ensuring smooth workflows, effective communication, and efficient administrative processes in a dynamic, multicultural, and fast-paced intergovernmental environment.

2.2. Duties & Responsibilities:

- a) **General Office Support**
Answering phones, managing correspondence (email and physical mail), scheduling appointments, maintaining files, and coordinating travel arrangements, and assisting with general office duties.
- b) **Communication Management (Client /visitor interaction)**
Greeting and assisting visitors, acting as a point of contact for internal and external stakeholders, and escalating issues as needed.
- c) **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.
- d) **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.
- e) Any other assigned administrative tasks by the supervisor

Qualifications and experience:

- i. **Education:** A degree in Public Relations, Front Office Management, Business Administration, and or Public Administration or a diploma with reasonable work experience.
- ii. **Work Experience:** A minimum 3 to five 5 years of proven experience as an administrative assistant, executive assistant, or in a similar role in a busy office environment. Experience in an international or intergovernmental organization is an added advantage.
- iii. Good knowledge of office management including records management is essential.
- iv. **IT Proficiency:** Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with office management systems (e.g., Google Workspace, document management systems)

3.0 Key Skills & Competencies

- i. **Strong Communication Skills:**
Tact and poise, excellent interpersonal skills, with the ability to work effectively with people from diverse cultural and professional backgrounds
- 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. **Adaptability and flexibility:**
Ability to adapt to changing priorities and work in a fast-paced environment

4.0 Language Proficiency

- i. Proficiency in English is required. Working knowledge of French is highly desirable due to the organization's composition

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: tca@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 30th April 2026, 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.