

JOB TITLE: KIPH Administrative and Finance Officer.

Job Purpose

The Administrative and Finance Officer will assist in day-to-day administrative and finance duties. He/She will be the executive assistant to KIPH CEO and Management Team.

Administrative Functions

1. Manage front office functions as the receptionist and administrator.
2. Maintain KIPH office filing system, ensuring proper archiving of documents.
3. Responsible for correspondences and support preparation of vendors and other contracts.
4. Maintain an organized and comfortable office environment, support ordering of office supplies, and updating inventory.

Finance Functions

1. Prepare and process payments according to KIPH procedures.
2. Maintain a record of all financial transactions and documents.
3. Any other duties as maybe assigned by the CEO and management

Job Specifications/ Minimum Requirements

1. Diploma in Business Administration, Marketing, Project Management, Business IT, or related courses
2. CPA Part II
3. Certificate in Public Relations, Customer Service, or AI is desirable
4. 3 years experience working in an academic institution as an administrator or executive assistant
5. Digital marketing experience will be an added advantage

Power skills:

- ✓ Excellent communicator
- ✓ Impeccable Integrity
- ✓ Attention to detail
- ✓ Collaboration and Coordination
- ✓ Team player.

Application Details:

If you meet the above qualifications, send you detailed CV and an application letter to:

The Hiring Manager,

Kenya Institute of Public Health,

Email: info@kiph.ac.ke

On or before **12th June 2026.**

Only shortlisted candidates will be contacted.