



## SOCIETY OF CROP AGRIBUSINESS ADVISORS OF KENYA

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### VACANCY – ADMINISTRATION OFFICER

SOCAA is home to professionals in agriculture dedicated to advancing professional crop production and enhancing agribusiness value chains. The Society is a voluntary one, open to all qualified agriculture and agribusiness practitioners. The role outlined below serves in the Secretariat reporting to the CEO of SOCAA

#### Key Responsibilities

- Provide accurate, organized and efficient administrative support, review incoming correspondence, schedule and organize meetings, create and maintain files, and perform other administrative assignments for the Secretariat.
- On behalf of the CEO liaise with designated contact persons in government and industry bodies and other organizations collaborating with SOCAA towards the execution of various mandates and agreements
- Assist with the preparation of business and training presentations including text, overheads and electronic presentations; Compose confidential letters, memorandums and correspondence; prepare and complete reports and presentations
- Interface with SOCAA Working Committee heads to collect information and respond to requests.
- Take part in other administrative duties and special projects as required

#### Educational Qualification

- A graduate in Business Administration Agriculture or equivalent combination of education and experience

#### Core Competencies

- Must be resourceful and possess sound judgment and excellent problem solving and analytical skills
- Must be quick to appreciate agricultural sector, stakeholders, partners and ongoing issues at county, regional and national level
- Must be able to prioritize, and manage own workflow to ensure quality and efficiency (i.e. meet deadlines, be flexible in adjusting to changing work priorities)
- Must be flexible in adjusting to changing work environment
- Excellent sense of discretion and strong interpersonal relationship skills in working effectively with various levels of contacts
- Superior communication, writing, editing, research, and relationship management skills
- Advanced computer skills (Ms Work, Excel, Power Point and Outlook)
- Flexible regarding hours of employment

Send your CV along with daytime contacts to [info@socaa.or.ke](mailto:info@socaa.or.ke)