


Approved

DEASA
28/1/2022

INTERNAL ADVERTISEMENT



Applications are invited from suitable candidates for the position of Administration Assistants to offer administrative assist and documentation as well as maintenance of records in our academic departments at the East African School of Aviation. The successful applicants will be hired on temporary terms for a period of three months.

Administration Assistants (3 Positions)

Job Purpose: To offer Administration services and assist in both Administration Services, documentation and maintenance of records at EASA

Job Specifications

The Administration Assistants should be able to do the following:

- 1) Data entry
- 2) Keep records
- 3) Maintain files in an orderly manner
- 4) Photocopy and scan documents
- 5) Keep records Movement registers
- 6) Receive calls & attend to inquiries from clients, staff and students
- 7) Ensure Sufficient supply of stationaries from stores & their proper use.
- 8) Perform any other administrative support duties as signed by the supervisor.

Academic & Professional Qualifications

A candidate must have: -

- 1) Diploma with a credit of 80% and above in the following areas:
Airport Operations, Flight Dispatch/Operations, Air cargo, Aircraft & Passenger handling, Dangerous Goods, Aeronautical or Telecommunication Engineering,
- 2) Demonstrable computer skills
- 3) K.S.C. E Minimum C-(minus)

How to Apply: -

Applications in sealed envelopes marked "Application for the post of Administration Assistant should be addressed to:

**The Director, East African School of Aviation, P.O Box 30689-00100 Nairobi;
and dropped at the registry, ground floor.**

Or

Email to: info@easa.ac.ke

Only shortlisted candidates will be contacted for an interview.

Candidates who meet the requirements should submit their applications on or before Friday 4th February 2022

KCAA Is an Equal Opportunity Employer, People with disabilities and disadvantaged are encouraged to apply.