



OFFICE ASSISTANT

About Katiba Institute

Katiba Institute (KI) is a research and litigation institution established in 2011 with the mission of supporting the implementation of Kenya's 2010 Constitution, helping to resist efforts to undermine that Constitution, and developing a culture of constitutionalism in Kenya. It conducts constitutional research, provides commentary on policies and laws from a constitutional perspective, and publishes books and other materials on the Constitution. Much of its work involves litigation to enforce rights under the Constitution and ensure the proper performance of constitutional duties and responsibilities. KI also fosters the spirit of constitutionalism in the East African region by promoting academic discourse on constitutional issues and working with like-minded organisations to secure greater freedoms.

KI is headed by an Executive Director and has a distinguished Board. It carries out its operations through four departments: Public Interest Litigation (PIL) unit; Programmes Department (Research and Publication, with civic education and capacity building); Communications and Knowledge Management; and Finance and Operations with institutional strengthening. Staff in the various departments do not work in silos but operate in a consultative and co-operative manner.

About the Position

Katiba Institute is looking for an Office Assistant to support the Institution in ensuring smooth, efficient office operations by performing administrative and clerical tasks, including assisting staff and visitors. The office administrator will work in the Operations Unit within the Finance and Operations Department to ensure effective coordination and organisation of office activities, enhancing productivity and service delivery.

Key duties and responsibilities

1. Office and Facility Cleaning

- a) Perform daily office cleaning duties before staff report to work.
- b) Maintain a clean reception area, sweep, mop, and polish floors, and dust office furniture and equipment regularly.
- c) Clean and maintain washrooms, complete cleaning rosters, and ensure hygiene standards are upheld.
- d) Perform compound and indoor window cleaning and support light gardening and landscaping tasks.
- e) Attend the monthly office deep cleaning sessions and regular cleaning of windows.
- f) Support the implementation of workplace health, safety, and security procedures.

2. Kitchen and Hospitality Support

- a) Prepare tea and refreshments for staff and meetings and maintain the cleanliness and orderliness of the kitchen.
- b) Assist with payment of general office bills.
- c) Manage the kitchen and other office cleaning supplies.

3. Waste Management and Equipment Care

- a) Empty office dustbins daily and manage recycling according to the organisation policy.
- b) Store cleaning tools and supplies properly, maintain equipment, and report repair needs affecting office facilities, equipment and furniture for replacements.

4. Organisational Engagement

- a) Participate in selected project activities and events to better understand the organisation's mission and programs.
- b) Attend departmental meetings.

Qualifications

- 1. Diploma or certificate in Business Administration or related field.
- 2. Proven experience in an administrative or clerical role.
- 3. At least 3 years of experience in undertaking similar assignments.
- 4. Ability to work independently and as part of a team, as well as under pressure.
- 5. Professional demeanour and customer service orientation.
- 6. Ability to take on different tasks, balance priorities, and coordinate work effectively to meet deadlines.
- 7. Dedication and commitment to constitutionalism and human rights principles.
- 8. Ability to analyse problems rigorously and from all angles, showing sound practical judgment.
- 9. Sound emotional intelligence skills and the ability to interact with persons from all sectors of society.

Submission of Application:

Please email a cover letter, curriculum vitae, and contact details for three referees to careers@katibainstitute.org. Include **'Office Assistant'** as the subject of your email. The application should reach us by **11 p.m. on Friday, 14 August 2026**.

Katiba Institute is an equal opportunity employer. Only shortlisted candidates will be contacted.

Please note that Katiba Institute does not charge or solicit any fees at any stage of the recruitment process.