



EASTERN AFRICA STANDBY FORCE SECRETARIAT

VACANCY ADVERTISEMENT -ADM ASST/2026

Background

The Eastern Africa Standby Force (EASF) is a regional organization whose mandate is to enhance peace and security in the Eastern Africa region. It is one of the five regional multidimensional Forces of the African Standby Force (ASF) consisting of Military, Police and Civilian components. EASF was established as a regional mechanism to provide capability for rapid deployment of forces to carry out preventive deployment, rapid intervention, peace support/stability operations and peace enforcement.

The EASF has four Structures namely the Secretariat, Planning Element, Force Headquarters and Logistics Base. The EASF is seeking to recruit an **ADMINISTRATIVE ASSISTANT**, who will be responsible for providing administrative support in the office of the African Union Liaison Officer in Addis Ababa, Ethiopia, ensure that correspondences are handled timely and all clients including partners are served professionally.

Post: : Administrative Assistant

Reports to : African Union Liaison Officer

Key Responsibilities

1. Handle all forms of communication including telephone, mail fax etc.
2. Handle all telephone inquiries in the office of the AU Liaison Officer, arrange for call backs, provide back-up materials for callbacks and redirect phone calls to the relevant offices.
3. Maintain the AU Liaison Officer's diary to ascertain which events require his/her presence and give updates accordingly.
4. Book and confirm appointments for the AU Liaison Officer.
5. Type and proof read documents, reports, correspondence, messages, etc as required by the supervisor.
6. Receive and draft responses to routine correspondence.
7. Receive office guests, visitors and staff and provide them with the basic information on relevant issues and procedures while maintaining professional ethics and high degree of customer care.
8. Perform general secretarial/clerical duties including photocopying, faxing, mailing and filing.
9. Ensure security of documents and machines in the work station.
10. Booking of venues for meetings locally and internationally and ensure all facilities are provided including refreshments.
11. Provide protocol duties including arranging itineraries and airport pick-ups and dropping of guests, visitors and staff.

12. Handle general office management.
13. Perform any other related duties as may be assigned by Head of Administration and Finance or Senior Accountant.

Key Qualifications and Experience

- a. Be aged between 30 - 45 years
- b. Bachelor degree or Higher Diploma in Secretarial Studies/Business Administration and Management from a recognized University.
- c. At least 5 years' continuous experience in Secretarial/Office Administration from a busy firm.
- d. Be a person of high integrity with no criminal record.
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- f. Must be a Citizen of Ethiopia.
- g. Be proficient in written and spoken English; knowledge of French and Arabic or other regional languages will be an added advantage.

Key Skills and Competencies

- a. Demonstrate commitment to EASF Mission, Vision and Values.
- b. Have excellent planning, organizational and time management skills
- c. Excellent interpersonal and communication skills
- d. Respect the culture, gender, religion, race and nationality of all the members of EASF.
- e. Resourcefulness, sound judgment and decision making skills
- f. Share knowledge and experience that would contribute to the growth of EASF.
- g. Provide helpful feedback and advice to others in the office in order to improve team building.
- h. Be resilient and able to work well under pressure, prioritize a heavy workload.

TERMS AND CONDITIONS OF SERVICE

The position is of a three (3) year renewable contract subject to Performance appraisal and in accordance with the EASF Service Regulations.

How to Apply

Suitably qualified candidates are invited to apply for the position, enclosing CVs with full details of education, professional qualifications, experience, copies of academic and professional certificates, relevant testimonials, and National ID. The applications should be submitted to the address below by **27th February, 2026**.

The Eastern Africa Standby Force (EASF) Secretariat

Westwood Park Road

Email: easbricom@easbrig.org

P.O Box 1444 - 00502

KAREN, NAIROBI

KENYA

Any application received after the deadline will not be considered. Female candidates are encouraged to apply.