

JOSEPHINE MONGARE

Tel. 0736485669/0726871364

Email: jmongare@uonbi.ac.ke

COMPETENCIES HIGHLIGHTS

Career Orientation – Administration and Executive Support

Experience

- Over 20 years experience in administrative support in an educational institution
- Has experience in administration, resources coordination, events management, and correspondence management
- Exposed to executive support, activity scheduling and document production for varied levels and types of usage.

Technical Aptitude

- Executive Support
- Administrative Support; Correspondence Management; Documentation and Record Keeping
- Events Management

Attributes

- Excellent organization and communication skills, outstanding public relations and able to work with all levels of management in a professional, diplomatic and tactful manner
- Self-motivated; able to set effective priorities and implement decisions to achieve immediate and long-term goals and meet operational deadlines.
- Adaptive to new concepts and responsibilities
- Exceptional written and oral communication

CURRENT POSITION

Assistant Executive Secretary, University of Nairobi- Institute for Development Studies

Responsibilities

- Managing the administrative functioning of the Institute
- Making arrangements for departmental logistics and procurements demands
- Offering staff support in their day to day activities
- Managing correspondence, travel arrangements and general office communication
- Processing of office documents (preparation, editing, formatting)
- Undertaking record keeping both in hard and soft copies

- Receiving incoming and outgoing calls and correspondences
- Downloading of electronic mail and research materials for departmental staff
- Booking of appointments for the director and other departmental staff
- Providing administrative support in conferences, workshops and seminars

EDUCATIONAL QUALIFICATIONS

- Bachelor of Arts (Public Administration and Sociology), University of Nairobi, 2004
- Diploma in Secretarial Studies, Kenya Polytechnic, 1988
- `A` Level – Three Principal Passes