



Speaking Hope to the World



TRANS WORLD RADIO (KENYA) LIMITED AND SIFA FM STATIONS LIMITED

Kamburu Drive, Nairobi, Kenya | www.twr.co.ke | www.sifa.co.ke

CAREER OPPORTUNITY

Executive Assistant to the Executive Director

A senior, trusted-partner role at the heart of a growing Christian media organisation

Reference: TWR/HR/EA/07/2026

Location: TWR Kenya Head Office, Kamburu Drive, Nairobi

Reporting to: The Executive Director

About Us

Trans World Radio (Kenya) Limited and SIFA FM Stations Limited (TWR Kenya) is a Christian media organisation that has served the nation for nearly five decades. Through SIFA FM, our network of seven community radio stations across Kenya's arid and semi-arid lands, we broadcast in more than ten languages and reach approximately 6.5 million listeners every day. As we mark our 50th Anniversary, we are entering a defining season of growth, commercial transformation, and renewed impact.

We are seeking an exceptional Executive Assistant to work alongside the Executive Director as a trusted right hand, bringing order, foresight, and professionalism to a demanding and fast-moving office.

The Role

This is a senior, business-facing role, not a routine administrative one. Reporting directly to the Executive Director, the Executive Assistant will be the operational and organisational backbone of the Executive Director's office: managing competing priorities, safeguarding confidential information, and ensuring that nothing of importance is missed.

The successful candidate will combine first-class administrative discipline with the judgement, discretion, and initiative expected of someone who acts as the Executive Director's primary point of contact with the Board, donors, partners, regulators, and staff. This is a role for a self-starter who anticipates rather than waits, who writes and organises to a high standard, and who is comfortable operating at the intersection of governance, communication, and strategy.

What Success Looks Like

Within the first six to twelve months, success in this role will be evident when:

- The Executive Director's diary, travel, and commitments run smoothly and without clashes, freeing the Executive Director to focus on leadership and strategy.
- Board and management meetings are well prepared, professionally documented, and every resolution and action point is tracked through to completion.
- Donor, regulatory, and partner correspondence is handled promptly, accurately, and to a consistently high standard.
- Confidential matters are managed with complete discretion, and the Executive Director has full confidence in the integrity of the office.

- Reports, presentations, and documents leaving the Executive Director's office are polished, accurate, and delivered on time.

Key Responsibilities

Executive Office and Diary Management

- Manage the Executive Director's diary and schedule, proactively prioritising appointments, meetings, and engagements and resolving conflicts.
- Coordinate local and international travel, including itineraries, visas, accommodation, and logistics.
- Anticipate the needs of the Executive Director and take initiative to ensure deadlines, commitments, and follow-ups are met.
- Manage and reconcile the Executive Director's expenses, claims, and related documentation.

Governance and Board Support

- Prepare, compile, and circulate Board and committee papers, agendas, and meeting packs to a professional standard and within deadline.
- Take accurate minutes, maintain action logs, and follow up on resolutions and decisions through to completion.
- Coordinate Board, management, and committee meeting logistics, schedules, and communication.
- Support statutory and compliance record-keeping in liaison with legal counsel and governance advisers.

Communication, Documents, and Reporting

- Screen and manage incoming correspondence (emails, telephone calls, and letters), prioritising and responding or routing them as appropriate.
- Draft, edit, format, and proofread letters, reports, presentations, and other documents on behalf of the Executive Director.
- Support the preparation of donor reports, proposals, and regulatory submissions, ensuring accuracy, consistency, and timeliness.
- Maintain an efficient and confidential records and filing system, both physical and electronic.

Stakeholder and Relationship Management

- Serve as the first point of contact for the Executive Director's office, receiving visitors and handling enquiries with professionalism and courtesy.
- Liaise with the Board, donors, partners, regulators, and staff on behalf of the Executive Director, ensuring timely and professional communication.
- Coordinate and support events, workshops, and official functions hosted or attended by the Executive Director.
- Build and maintain strong, trusted working relationships across the organisation and with external stakeholders.

Digital, AI, and Content Support

- Make effective use of digital productivity and AI tools to draft, summarise lengthy documents, transcribe meetings, and improve the efficiency of the Executive Director's office.
- Provide light coordination support for the Executive Director's professional profile and public engagements, working with the production and communications teams (for example, scheduling and content coordination for digital platforms and the Executive Director's podcast).
- Help maintain a well-organised digital workspace, with orderly calendars, shared files, and records.

General

- Handle sensitive and confidential information with the utmost integrity and discretion at all times.
- Undertake any other duties reasonably assigned in support of the Executive Director's office.

Person Specification

The following criteria are essential, unless listed under Desirable.

Qualifications and Experience

- A Bachelor's degree in Business Administration, Office Management, Communications, Secretarial Studies, or a related field from a recognised institution.
- A minimum of five (5) years' relevant experience as an Executive Assistant or senior Personal Assistant supporting executive or C-suite leadership.
- Demonstrated experience in Board and governance support, including preparing meeting papers and taking professional minutes.
- A proven track record of managing executive correspondence, reports, and presentations to a high standard.

Skills and Competencies

- Excellent written and spoken English and Kiswahili, with first-rate drafting and proofreading ability.
- High proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook) and confidence in using digital collaboration and productivity tools.
- Demonstrated ability or genuine willingness to use AI and digital tools to work more efficiently (for example, drafting, summarising, transcription, and meeting notes).
- Outstanding organisational, planning, and time-management skills, with the ability to prioritise and manage multiple demands.
- Sound judgement and the ability to make decisions, solve problems, and act independently.
- Strong interpersonal skills and the ability to engage confidently and courteously with senior stakeholders.
- Keen attention to detail and a consistently high standard of accuracy.
- Ability to work calmly under pressure and meet tight deadlines.

Personal Attributes

- Unquestionable integrity, honesty, and discretion, particularly in handling confidential and sensitive matters.
- A committed Christian who lives out and upholds the values, mission, and vision of TWR Kenya.
- Professional, mature, and presentable, with a positive, proactive, and solutions-oriented attitude.
- Self-driven and reliable, able to work with minimal supervision and to anticipate needs.
- A trustworthy team player who relates well with people at all levels.
- Flexible and willing to work beyond normal hours when required.

Desirable (Added Advantage)

- Experience within a media, broadcasting, non-profit, or faith-based organisation.
- Familiarity with donor reporting and engagement with development partners.
- Exposure to governance, regulatory, or compliance environments.
- Interest or experience in digital media, content coordination, or podcast and social media support.
- Professional certification in administration, project management, or company secretarial practice.

Terms of Engagement

This is a full-time position based at our Nairobi head office, with the potential for the role to grow in scope and responsibility for the right candidate. A competitive remuneration package, commensurate with qualifications and experience, will be offered to the successful candidate.

How to Apply

If you meet the above requirements and are excited by the opportunity to serve in this role, please submit your application comprising:

- A cover letter that also explains, in a few sentences, why this role and the mission of TWR Kenya resonate with you,
- A detailed curriculum vitae (including three professional referees), and
- Copies of your academic and professional certificates.

Applications should be addressed to the Human Resource Office and sent by email to recruitment@twr.co.ke, quoting “**Executive Assistant to the Executive Director**” in the subject line.

The deadline for applications is **Friday, 31 July 2026, by 5:00 pm (East Africa Time)**. Shortlisted candidates may be required to complete a short practical exercise as part of the selection process.

TWR Kenya is an equal opportunity employer. Only shortlisted candidates will be contacted. TWR Kenya does not charge any fee at any stage of the recruitment process, and any form of canvassing will lead to automatic disqualification.

To learn more about our work, visit www.twr.co.ke and www.sifa.co.ke.