



WE ARE HIRING

Impact Africa Consulting Limited is a multidisciplinary professional service and consultancy firm headquartered in Nairobi, Kenya, with offices in Lusaka, Zambia and a team of experts with diverse capability and experience across the Africa. Our services are Sustainability Advisory, Climate Advisory, Enterprise Support and Training and Capacity Building. We partner with businesses, investors, governments, and development partners to create sustainable value and enhance their contribution to sustainable development. We work with Private companies, Development Financial institutions, Foundations, Governments and Civil Societies, Local and international NGOs, and Multilateral/bilateral agencies, across diverse thematic areas.

We are seeking a highly organized, proactive, and professional Administrative Assistant to join our Kenya office located in Nairobi. The successful candidate will play a central role in managing day-to-day administrative functions, coordinating staff support, and ensuring efficient office operations. This position requires excellent organizational skills, attention to detail, and a strong passion for people, sustainability, and writing.

Key Responsibilities

- Maintain a well-functioning office environment by managing supplies, utilities, and administrative records.
- Coordinate internal communications, support welfare activities, and foster positive workplace culture.
- Assist in preparing RFQs and pre-qualification submissions, manage documentation, and ensure timely support to the business development and project implementation teams.
- Plan and manage travel itineraries, hotel reservations, transport, and event logistics.
- Track and renew company licenses, statutory registrations, and certifications.
- Prepare agendas, record accurate minutes, and circulate action points from staff and management meetings.
- Write and edit content for the company's weekly newsletter, internal updates, and sustainability-focused communication, ensuring alignment with IACL's brand.
- Handle petty cash, maintain supporting records, and ensure accurate system entries.
- Communicate organizational policies to staff and ensure compliance with guidance from the Finance & Admin Manager.
- Keep staff files, administrative records, and both physical and digital archives updated and secure.
- Facilitate new staff induction, ensuring smooth integration into organizational culture and systems.
- Act as the first point of contact for visitors and clients, providing professional representation of IACL.
- Ensure that internal and external communications reflect IACL's vision, values, and sustainability focus.



Minimum requirements

- Degree in Business Administration, Business Management, Communications, Public Relations, or a related field from a reputable learning institution.
- Minimum of 3 years' experience in a similar role, preferably in a service or consultancy related industry.
- Strong organizational, multitasking, and digital task management skills.
- Excellent written and verbal communication skills, including content development and reporting.
- Strong organizational, multitasking, and digital task management skills.
- High integrity and proven ability to handle confidential information discreetly.
- Proficiency in MS Office Suite and familiarity with tools such as Canva, Buffer, or similar.

Employment policy and application

Impact Africa Consulting Limited is an equal opportunity employer. We are committed to providing a fair, transparent, and inclusive workplace where all individuals have the opportunity to thrive. Recruitment, selection, and employment decisions are based solely on qualifications, merit, and organizational needs. We do not discriminate on the basis of gender, age, disability, ethnicity, religion, or any other status.

We also promote work-life balance, continuous professional development, and a safe working environment that reflects our values of integrity, respect, and sustainability.

Interested candidates are invited to submit a CV and a concise cover letter outlining their suitability for the role. Applications should be via the link below no later than 12th September 2025, at 5PM EAT. Please note that submissions via email or any other form will not be accepted. Only shortlisted candidates will be contacted for the next stage of the recruitment process.

[Click to apply](#)