



Kenya Medical Association

NATIONAL EXECUTIVE

KMA CENTRE, CHYULU ROAD, P.O. BOX 48502 – 00100 GPO, NAIROBI-KENYA

Mobile: 0722-275695

Email: nec@kma.co.ke

Website: www.kma.co.ke

Job Title: Executive Assistant to the Chief Executive Officer (CEO)

Position Summary

The Executive Assistant to the CEO provides high-level administrative, coordination, and operational support to the CEO and the National Office of the Kenya Medical Association. This role ensures effective communication, document management, and follow-through across policy, stakeholder engagement, partnerships, and fundraising activities.

Key Responsibilities

- Executive & Administrative Support
- Manage the CEO's complex calendar, scheduling meetings with policymakers, healthcare leaders, donors, partners, and internal teams
- Prepare agendas, briefing materials, presentations, and background documents for meetings and events
- Draft, review, and manage correspondence on behalf of the CEO and the National Office.
- Receive, register, distribute, and transmit official documents, correspondence, and records on behalf of the National Office
- Send, receive, and manage official emails on behalf of the National Office, ensuring timely, accurate, and professional communication
- Maintain secure and organized filing systems for electronic and physical documents
- Handle confidential and sensitive information with discretion Policy & Stakeholder Engagement Support
- Coordinate meetings and communications with government bodies, regulators, medical councils, and professional associations
- Track policy-related correspondence, submissions, and deadlines

President
Dr. Simon Kigundu

Vice-President
Dr. Ibrahim Matende

Secretary-General
Dr. Elizabeth Gitau

Treasurer-General
Dr. Lyndah Kemunto

- Support preparation and circulation of briefing notes, policy documents, and follow-up communications Fundraising & Partnership Support
- Coordinate donor and partner communications, including meeting requests, follow-ups, and documentation
- Assist in preparation, transmission, and tracking of proposals, agreements, and reports Meeting & Event Coordination
- Organize Standing Committee, National Executive Committee, National Governing Council and Annual General Meetings, including circulation of notices, agendas, minutes, and action items
- Manage official communications and documentation related to conferences, fundraising events, and stakeholder engagements Office & CEO Operations Management
- Track incoming and outgoing correspondence to ensure deadlines and responses are met
- Support administrative and strategic projects as assigned

Qualifications & Experience

- Bachelor's degree or equivalent professional qualification
- 5+ years of experience supporting senior executives, preferably in healthcare, medical associations, non-profits, or policy-focused organizations
- Experience working with boards, senior stakeholders, or fundraising teams is highly desirable

Key Skills & Competencies

- Exceptional organizational and time-management skills
- Strong written and verbal communication abilities
- Ability to manage multiple priorities in a fast-paced, mission-driven environment
- High level of professionalism, discretion, and judgment
- Strong attention to detail and follow-through
- Proficiency in Microsoft Office / Google Workspace and virtual meeting platforms
- Ability to work independently and anticipate needs

Application:

Interested applicants should address their application, CV and contact details of three referees to

info@kma.co.ke by **Wednesday 18th March 2026**.

Please note that only shortlisted candidates will be contacted.

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