

**Job description | Personal Assistance (PA) | Vizazi LTD**  
**Part-time | two days a week**  
**Location Westlands | Nairobi | Kenya | East Africa**

Vizazi is an innovative start-up in the sector of mental health and community development.

Job overview: this job requires an individual who is curious, honest, independent, a critical thinker, creative, (pro)-active, presentable, flexible, diligent, sociable, and passionate about strengthening operations and service delivery in training and counselling services offered to a wide variety of clientele in different layers of the society of Nairobi | Kenya next to being involved in community development projects in informal settlement areas.

**Reports to:** the PA will report to Wendy De Macker | founder of Vizazi LTD.

**Responsibilities and Duties**

- Co-designing business processes/systems that support continuous operations of Vizazi
- Organizing events and conferences
- Compiling and preparing quarterly and annual reports, presentations, and correspondence
- Managing databases and filing systems
- Generating and sending out client invoices and receipts and submitting monthly accounting overviews i.e., petty cash
- Acting as a first point of contact: dealing with correspondence and phone calls, managing the Vizazi team diary, organizing meetings and appointments
- Liaising with suppliers and clients within the organization
- Organizing and assisting in group facilitation of Vizazi's events or training programs
- Strengthening and enforcing the organization's policies or objectives
- Promoting and marketing events, workshops and trainings of Vizazi
- Performing different tasks to support the director overall

**Qualifications**

- Should have an affiliation with mental health and community development
- Should have a degree in business administration or any other relevant degree course
- Should have minimum 2 years experience in a professional business environment
- Should have splendid oral and written communication skills in English and Kiswahili.
- Should have a knowledge of standard software packages and the ability to learn company-specific software if required (Word, Excel, Google Drive, Basic Design skills)
- Should be accurate in book-keeping, managing receipts/cash flow and be precise in financial related tasks
- Should be discrete and trustworthy: you will often be surrounded by confidential and personal and/or high-profile information of clients and founder herself
- Should have high level of organizational skills and the ability to multi-task

Submit your CV or resume and cover letter to:

+ [infovizazi@gmail.com](mailto:infovizazi@gmail.com)

+ title **Personal Assistance (PA)**

+ deadline of application **25.01.2021**

January 2022

Founder Wendy De Macker

[www.vizazi.org](http://www.vizazi.org)