

## Front Office & Executive Assistant

**Location:** Mombasa, Kenya

**Organization:** Human Rights Agenda (HURIA)

**Employment Type:** Contract Based (Renewable)

Human Rights Agenda (HURIA) is a rights-based, sub-national not-for-profit organisation headquartered at the Coast of Kenya. Established in 2012 in the wake of the transformative aspirations of the Constitution of Kenya, HURIA was founded to ensure that constitutional guarantees do not remain abstract commitments, but become tangible realities for historically marginalized communities.

We exist to close the gap between law and experience. By strengthening citizen agency and reinforcing institutional accountability, HURIA advances a people-centred model of justice, peace, security, and governance as a pathway to dignity, equity, and social justice. Operating at the intersection of human rights, security sector governance, access to justice, and inclusive development, we generate rigorous grassroots evidence and translate it into reform-oriented advocacy.

Human Rights Agenda (HURIA) is seeking a creative and talented Graphics Designer to support the organization's branding, communications, and visibility efforts across its human rights, governance, peacebuilding, and development programmes.

### Key Responsibilities

- Serve as the first point of contact for visitors, partners, donors, consultants, and other stakeholders, ensuring a professional and welcoming office environment.
- Manage the CEO's calendar, appointments, meetings, travel arrangements, and daily schedule.
- Screen and manage incoming calls, emails, correspondence, and visitors, ensuring timely responses and appropriate follow-up.
- Draft, edit, and manage correspondence, reports, presentations, speeches, briefing notes, and other executive documents for the Chief Executive Officer.
- Coordinate domestic and international travel, accommodation, itineraries, and other logistics for the CEO.
- Receive, record, dispatch, and track incoming and outgoing mail, courier services, and official correspondence.
- Support communication and coordination between the CEO, Board members, staff, donors, government agencies, and external stakeholders.
- Monitor and follow up on assignments and deadlines issued by the CEO to ensure timely implementation.
- Manage office supplies, stationery, and front office inventory while ensuring an efficient and organized reception area.
- Support procurement and general administrative processes in accordance with organizational policies.
- Assist in maintaining an effective filing and records management system.
- Uphold confidentiality and exercise discretion in handling sensitive organizational information.
- Perform any other executive support and administrative duties assigned by the CEO.

## Qualifications

- Bachelor's Degree in Business Administration, Office Administration, Public Administration, Secretarial Studies, Communications, Social Sciences or a related field.
- At least two (2) years' relevant experience providing executive or administrative support, preferably in the NGO or development sector.
- Excellent written and verbal communication skills in English and Kiswahili.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.
- Excellent organizational, planning, and time management skills.
- Strong interpersonal skills and the ability to engage professionally with diverse stakeholders.
- High level of integrity, professionalism, and confidentiality.
- Ability to multitask, prioritize work, and meet deadlines with minimal supervision.

## How to Apply

If you meet the above requirements, please submit:

1. A detailed and up-to-date Curriculum Vitae (CV);
2. A cover letter demonstrating your suitability for the position and indicating your current and expected gross salary.

Applications should be submitted electronically to [recruitment@huria.ngo](mailto:recruitment@huria.ngo), quoting the reference number **HURIA/FOEA/02/2026** in the subject line.

**Only shortlisted candidates will be contacted.**

The deadline for submission of applications is **17th July 2026 at 5:00pm** East African Time

## Safeguarding

HURIA is committed to safeguarding and maintains a zero-tolerance policy towards sexual exploitation, abuse, harassment, and all forms of misconduct. Successful candidates will be required to uphold HURIA's Safeguarding Policy and Code of Conduct and will undergo a mandatory reference and background checks as part of the recruitment process.