

Job Title	Executive Assistant
Reports to	Chief Executive Officer
Location	Kisumu, Kenya with Travel as Required
Position Type	Full-time
Deadline	Sunday, February 15, 2026 at 12:00 AM EAT

About M-taka

M-taka Waste Solutions Limited is a tech-driven circular economy enterprise transforming how waste is collected, recovered, and recycled across urban Africa. Operating across the Western Region of Kenya, M-taka empowers informal waste actors—waste pickers, community aggregators, and recyclers—by linking them to traceable markets, digital tools, and inclusive financing.

Job Purpose

The Executive Assistant (EA) will provide high-level administrative and strategic support to the CEO, ensuring the efficient operation of the CEO's office and enabling effective organizational leadership. The role involves coordinating schedules, managing communications, facilitating decision-making, supporting project follow-ups, and representing the CEO in internal and external engagements when necessary.

Key Responsibilities

1. Executive Support

- Manage the CEO's calendar, appointments, and meetings to optimize time and priorities.
- Coordinate internal and external communications on behalf of the CEO.
- Prepare briefing notes, agendas, presentations, and reports for meetings, events, and strategic discussions.
- Track key follow-ups and deadlines to ensure timely execution of CEO directives.

2. Administrative and Operational Support

- Serve as a liaison between the CEO and staff, stakeholders, and partners.
- Organize travel, accommodation, and logistics for official trips and events.
- Maintain confidential records, files, and documentation for the CEO's office.
- Support the drafting and circulation of correspondences, memos, and reports.

3. Stakeholder Coordination and Representation

- Represent the CEO in meetings or forums, where delegated.
- Coordinate with program, operations, finance, and communications teams to ensure smooth flow of information and timely updates.
- Assist in relationship management with partners, donors, and stakeholders.

4. Special Projects and Research

- Support the CEO in planning and executing strategic initiatives and projects.
- Conduct research, data collection, and analysis to inform decision-making.
- Prepare summaries, reports, and recommendations on priority organizational matters.

Qualifications and Experience

1. Bachelor's degree in Business Administration, Management, Social Sciences, or related field.
2. At least 2 years of experience supporting senior executives or CEOs in fast-paced environments; experience in social enterprises or nonprofits is an added advantage.
3. Excellent organizational, time management, and multitasking skills.
4. Strong written and verbal communication skills.
5. High level of discretion, integrity, and professionalism.
6. Proficiency in Google Workspace and familiarity with virtual collaboration tools.

Core Competencies

- Strong organizational and planning skills
- Exceptional communication and interpersonal skills
- High discretion and confidentiality

- Proactive, detail-oriented, and solution-focused
- Ability to work under pressure and manage competing priorities
- Professionalism and adaptability in a dynamic environment