



CATHOLIC DIOCESE OF MARALAL

SECRETARIAT OF THE CATHOLIC DIOCESE OF MARALAL

P.O Box 350 – 20600, MARALAL - SAMBURU, Kenya.



WE ARE HIRING!

The Catholic Diocese of Maralal hereby announces and advertises the vacancy for:

A SECRETARY FOR SERE OLIPI - PARISH

Background

The Catholic Diocese of **MARALAL** invites applications from qualified, committed, and organized individuals to serve as **Parish Secretary** for **SERE OLIPI -PARISH**. The successful candidate will provide professional administrative support to the parish office, clergy, and parish activities, ensuring smooth operations and effective communication within the parish community.

Key Responsibilities

- Manage the parish office, including filing, correspondence, record-keeping, and document preparation
- Schedule appointments, meetings, and parish events; maintain calendars for clergy and parish activities
- Prepare reports, letters, notices, and other administrative documents as required
- Receive and assist parishioners, visitors, and callers in a professional and welcoming manner
- Maintain accurate records of parishioners, donations, and parish activities
- Assist in organizing parish programs, liturgical events, and meetings
- Support financial documentation and coordination with diocesan offices when required
- Ensure compliance with parish policies, confidentiality, and proper handling of sensitive information
- Collaborate with parish committees, volunteers, and diocesan offices to facilitate parish operations



Website: www.maralalcatholicdiocese.org

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Qualifications and Requirements:

- Certificate, Diploma, or Bachelor's degree in Office Administration, Secretarial Studies, Business Administration, or a related field
- Proven experience in office administration, secretarial work, or related roles
- Proficiency in Microsoft Office Suite and other office software
- Strong organizational, communication, and interpersonal skills
- Ability to maintain confidentiality and handle sensitive information professionally
- Commitment to Catholic values, pastoral support, and service to the parish community
- Experience working in a church or faith-based organization is an added advantage

Applications:

Interested persons who meet the above-specified requirements are required to send their application package (composed of cover letter, updated CV, National identity card copy, copies of academic certificates, professional testimonials, and 2 referees) **To:** hr@maralalcath.org **and** **CC To:** cdmsecretary@maralalcath.org on or before **10th March 2026** by 5:00 pm.

Please Note:

- Only shortlisted candidates will be contacted for interviews.
- The Catholic Diocese of Maralal is an equal opportunity employer and does not discriminate based on gender, race, religion, ethnicity, or nationality. We are committed to safeguarding our staff and communities from any form of abuse or harm in our recruitment processes; therefore, we observe best practices and adhere to international standards.
- Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates and transcripts, and other testimonials during interviews.



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