

# Sakinah Medical Outreach

<https://sakinahoutreach.org/job/executive-secretary-vacancy-announcement/>

## Executive Secretary

### Description

Sakinah Medical Outreach is inviting applications for the position of **Executive Secretary**.

We are seeking a highly organized, proactive, and professional individual who will support executive operations and contribute to the smooth running of our administrative processes.

### Responsibilities

- Provide high-level administrative support
- Manage schedules, meetings, reports, and correspondence
- Maintain documentation and records
- Support internal coordination and communication
- Assist with organizational planning and reporting

### Qualifications

- Strong administrative and organizational skills
- Excellent written and verbal communication
- Proficiency in digital tools and office systems
- Professional discretion and strong time-management ability
- Experience in NGO or administrative roles is an added advantage

### Job Benefits

Sakinah Medical Outreach is committed to alleviating the burden of medical bills for less privileged individuals. Join a mission-driven team dedicated to providing free healthcare services and transforming lives.

### Contacts

Send your CV to: [info@sakinahoutreach.org](mailto:info@sakinahoutreach.org)

Application Deadline: 15 March, 2026

### Employment Type

Full Time

### Industry

Non-Governmental Organisation (NGO)

### Job Location

Isheri-Berger

### Date posted

February 24, 2026