



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University invites applications from suitable qualified candidates to fill the position of **Administrative Officer II – on Locum Basis**

ADMINISTRATIVE OFFICER II- LOCUM 1 POSITION: REF: PU/ADV/06/07/2025

REQUIREMENTS FOR THE POSITION OF ADMINISTRATIVE OFFICER II- LOCUM

This is a temporary/short-term position available for three (3) months.

Academic Qualification

The candidate must have a Bachelor degree in any area of study from a recognised institution.

Experience

The candidate must have minimum **of one (1) year** relevant work experience in a busy organisation with proven integrity, independence, innovativeness and compliance to deadlines.

In addition, the candidate should have experience in the following;

- Assisting with scheduling meetings and handling oral examination defenses, Board of Graduate meetings
- Sending calendar invites and reminders.
- Preparing memos for the oral defenses.
- Assisting in taking minutes during the oral defenses.
- Assisting in creating or updating reports, presentations and other office documents.
- Handling phone calls, emails, and other communication.
- Responding to inquiries or directing them to the appropriate person or department.
- Assisting in drafting and sending out internal and external communications.
- Entering and updating information in databases or spreadsheets.
- Managing customer service inquiries.
- Sorting incoming and outgoing mail and distributing it to the appropriate department or individuals.

Skills

The candidate must have the following: -

- Communication skills

- Computer proficiency
- Interpersonal skills
- Organisational skills
- Report writing skills
- Team work skills

Interested applicants should submit **two (2) copies** of their application accompanied by a detailed Curriculum Vitae, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names, and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Applications and recommendations letters from referees should be addressed to:

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Pwani University is an equal opportunity employer, female candidates and persons living with disability are encouraged to apply. The latter should attach their National Council for Persons with Disability (NCPWD) Certificate.

The deadline for submitting applications is **Thursday 7th August, 2025**. Applications received later than this date **will not be** considered.

Please Note: Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

NO FEE

**PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT
PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)**