



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 has a vacancy for the position of **Administrative Assistant Grade C**.

ADMINISTRATIVE ASSISTANT GRADE C 1 POSITION REF: PU/ADV/12/03/2023

REQUIREMENTS FOR THE POSITION OF ADMINISTRATIVE ASSISTANT GRADE C

This is an entry level position in this cadre in the University, and appointment is either on permanent and pensionable terms, or on a two (2) year renewable performance-based contract depending on age, citizenship and any other reason.

Academic Qualifications

The candidate must have a minimum of a Bachelor's degree in any field of study from a recognized University

Other Requirements

In addition applicants should show:

Active involvement/Continental/Regional/National/Local/Community activities

Experience

Candidates with relevant experience will have an added advantage.

In addition, applicants should;

- Be registered by the relevant professional body (where applicable)
- Demonstrate community involvement (e.g. Member of BOG,SMC etc.)

Knowledge and Competencies

Applicants

- Must be computer literate and have knowledge of operating standard office equipment with demonstrated ability to perform a wide range of administrative and office support duties
- Should have excellent verbal and written communication skills
- Should have knowledge in minute taking and writing skills
- Should possess the ability to prioritize projects and attention to details
- Good interpersonal skills
- Team work skills
- Have basic understanding in ISO

Key responsibilities

Responsibilities will include but not limited to:

- To provide administrative and functional support to the relevant department/Section for the purpose of ensuring efficiency and effectiveness in operations of the specific functional areas.
- Liaise with immediate supervisor on a regular basis for purposes of proper planning and coordination of studies in the office to ensure that all duties are well attended to appropriately.
- Assist in planning, scheduling, preparing and coordination of meetings, conferences, exhibitions and open days by handling logistics to ensure smooth operations
- Assist in carrying out research/survey in various areas of interest by sourcing for data either internally or externally as directed by the supervisor to aid in decision making.
- Act as point of contact for both internal and external clients to ensure customer, staff and students are attended to in an orderly fashion and that there is maximum customer satisfaction
- Assist with proof reading of documents for accuracy
- Data entry of information for easy analysis and generation of reports.
- Assist in making written and verbal follow ups on requests and assignments for timely execution of administrative duties.
- Prepare correspondences including memos and letters to relay feedback and make inquiries
- Provide secretariat services to committees/boards and record keeping and minutes taking in meetings.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying.
- Maintain a good filing system for documents and records generated
- Assist in developing procedures and standards in the relevant Department/section
- Perform any other duty as directed by the immediate supervisor

TERMS OF SERVICE

Benefits for the above positions include a competitive basic salary, house allowance, medical cover for staff and dependents, life Insurance, opportunities for further development and training and other regular allowances as determined by SRC.

Interested applicants should submit four (4) 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 letters of recommendation from referees should be addressed to:

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

Candidates with foreign qualifications **MUST** submit a Certificate of Recognition from the Commission of University Education (CUE)

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 **Wednesday 22nd March 2023**. Applications received later than this date **will not** be considered

Please Note that: 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)