



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 **Secretary Grade A**.

SECRETARY GRADE A

4 POSITIONS

REF: PU/ADV/13/03/2023

REQUIREMENTS FOR THE POSITION OF SECRETARY GRADE A

This is an entry 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 Diploma in Secretarial Studies from KNEC or equivalent qualifications from a recognized institution.

The candidate must have passed the following seven subjects offered by KNEC

- Shorthand III (100w.p.m)
- Typewriting III (50w.p.m)
- Computerized Document Processing III
- Business English III/Communication II
- Office Practice II
- Commerce II
- Office Management III/Office Administration and Management III
- Secretarial Duties II

In addition the candidate must have :

- Certificate in computer applications from a recognized institution
- Practical knowledge of ISO

Experience

The candidate should experience in carrying out the following duties and responsibilities:

- Recording dictation in shorthand and transcribing it in typewritten form
- Processing data
- Managing e office
- Security of office records, documents and equipment

- Managing office petty cash
- Handling telephone calls and appointments

Skills and knowledge

The candidate must have skills in:

- Organisational skills
- Interpersonal skills
- Good communication skills
- Team work
- Practical knowledge of ISO

Duties and responsibilities

Duties and responsibilities of the Secretary Grade A will include but not limited to:

1. Recording dictation in shorthand and transcribing it in typewritten form
2. Processing data
3. Managing e office
4. Security of office records, documents and equipment
5. Managing office petty cash
6. Handling telephone calls and appointments
7. Any other duty as assigned by the Head of Section/ Department

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)