



MAMA NGINA UNIVERSITY COLLEGE

CAREER OPPORTUNITIES IN A FAST GROWING INSTITUTION

Mama Ngina University College (MNUC) is a constituent College of Kenyatta University that was established by *Legal Notice No. 193* issued in accordance with the *University Act No. 42 of 2012* and published as the *Mama Ngina University College Order* on September 2021. The University College seeks to recruit competent and dedicated applicants to fill the following positions;

1. POST OF SENIOR ADMINISTRATIVE ASSISTANT - GRADE E/F Ref: MNUC/SAA/001/2024

Person Specification

- i. Must possess Bachelor's degree in Public Administration; Business Administration; any Social Sciences or equivalent qualification from an accredited and recognized University;
- ii. Have at least six (6) years working experience in a University/institutions of higher learning or equivalent and at least three (3) years' experience working in Human Resource Department/Section;
- iii. Proficiency in computer applications;
- iv. Fulfill the requirements of Chapter Six of the constitution.

Duties and responsibilities;

- i. Ensuring the implementation and adherence to administration policies, procedures and guidelines;
- ii. Drafting of reports;
- iii. Ensuring proper leave management;
- iv. Coordinating payment of utilities;
- v. Offering secretariat services to University College committees;
- vi. Processing data for administrative planning;
- vii. Processing and dissemination of information;
- viii. Coordinating transport and logistics in the University College;
- ix. Facilitating communication with staff/students and relevant stakeholders;
- x. Developing departmental annual procurement plans;
- xi. Ensuring requisitions for office stationery, equipment and furniture and other required materials;
- xii. Ensuring security of records, stationery, and office equipment furniture;
- xiii. Participating in departmental quality management and performance contract activities.

2. OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

a) POST OF SENIOR ADMINISTRATIVE ASSISTANT (EXAMINATION SECTION) - GRADE E/F Ref: MNUC/SAA/002/2024

Person Specifications

- i. Must possess Bachelor's degree in Public Administration; Business Administration; any Social Sciences or equivalent qualification from an accredited and recognized University;
- ii. Have at least six (6) years working experience in a University/institutions of higher learning or equivalent and at least three (3) years experience in processing and management of examinations;
- iii. Proficiency in computer applications;
- iv. Fulfill the requirements of Chapter Six of the constitution.

Duties and responsibilities;

- i. Coordinating the production of examination booklets;
- ii. Coordinating printing and safe custody of examinations;
- iii. Dispatching printed examination scripts to invigilators as per the schedule;
- iv. Ensuring all marked scripts are received, recorded and kept securely according to examination regulations;
- v. Verifying received examinations scripts against submission lists, guidelines and University College examination timetables;
- vi. Developing departmental annual procurement plans;
- vii. Maintaining records of University College assets in respective areas;
- viii. Ensuring security of records, stationery, office equipment and furniture.
- ix. Offering secretariat services to University College committees;
- x. Processing data for administrative planning;
- xi. Processing and dissemination of information;
- xiv. Undertaking management of administrative records;
- xv. Participating in departmental quality management and performance contract activities.

TERMS OF SERVICE

Employment for the above positions will be on permanent and pensionable terms subject to six (6) months probation period.

The appointed candidate will be remunerated as per the Inter Public University Councils Consultative Forum (IPUCCF) and CBA 2017- 2021 Approved Salary Rates.

APPLICATION PROCEDURE

1. Candidate may submit manual (hard copy) or electronic (online) applications.
2. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials, letters of appointment as administrators and other relevant supporting document. Lack of evidence supporting administrative experience will lead to disqualification.
3. Scanned copies of the stated documents must accompany online application.
4. Those applying online should follow the steps below;
 - i. Browse MNUC website and view featured jobs;
 - ii. Login or Create an account ;
 - iii. Complete job profile by filling all applicable information;
 - iv. Upload your documents on the documents upload;
 - v. Preview profile summary to confirm details are up-to date;
 - vi. View current jobs- on the dashboard;
 - vii. Apply by composing a cover letter and attaching the required documents for the job;
 - viii. Submit the application.
5. Manual applications should be submitted in a sealed envelope clearly marked for the position applying for and delivered to:

**The Principal
Mama Ngina University College
P.O BOX 444-01030
Gatundu.**
6. All applications should reach Mama Ngina University College on or before 25th June, 2024 not later than 5.00 pm (East African Time)

MNUC is an equal opportunity employer and canvassing will lead to automatic disqualification. PWD's are encouraged to apply. Only shortlisted candidates will be contacted.