



## MAMA NGINA UNIVERSITY COLLEGE

### CAREER OPPORTUNITIES IN A FAST GROWING INSTITUTION

Mama Ngina University College (MNUC) is a Constituent College of Kenyatta University established through Legal Notice 193 of 17th September 2021. As we continue to expand, we seek to recruit competent and dedicated professionals to join our team in shaping the future of higher education.

We invite applications from qualified individuals for the following position:

#### **POST: REGISTRAR – ACADEMIC AND STUDENT AFFAIRS (GRADE 15)**

**REF: MNUC/ASA/001/2025**

#### **JOB SPECIFICATIONS**

Reporting to the Deputy Principal, the Registrar – Academic and Student Affairs will be responsible for the oversight and coordination of academic and student affairs. The role involves the formulation and implementation of academic policies and curriculum to enhance knowledge dissemination and contribute to the advancement of various fields.

#### **ROLES AND RESPONSIBILITIES**

Beyond teaching and research, the additional duties and responsibilities will include:

- i. Developing, implementing, and reviewing academic policies, regulations, systems, standards, and guidelines on academic and student affairs.
- ii. Providing secretariat services to the University College Academic Board and the Deans Committee.
- iii. Acting as a liaison between Academic and Student Support Services.
- iv. Ensuring the safe custody of academic records and handling disputes related to academic records.
- v. Facilitating effective student registration and enrolment.
- vi. Preparing, publishing, and implementing the academic calendar, catalogues, and examination timetables.
- vii. Managing student disciplinary matters at the University College.
- viii. Coordinating student orientation.

- ix. Overseeing the preparation of student transcripts and certificates, transcribing activities, admissions, clearance, compilation of academic schedules, and graduation requirements.
- x. Coordinating the declaration of programmes and capacities for student placement and admission.
- xi. Implementing and advising on policies and regulations of the University related to academic and student matters.

## **PERSON SPECIFICATIONS**

Candidates must meet the following criteria:

For appointment to this position, a candidate must: -

- i. Be a holder of an earned PhD or equivalent degree qualification in a relevant area from a recognized and accredited university;
- ii. Have served as a Deputy Registrar/equivalent for a minimum period of three (3) years;
- iii. Be at least a Senior Lecturer with experience in management;
- iv. Have served as a Chair of department /Dean of faculty/ School/equivalent;
- v. Have undergone a senior management course lasting not less than four (4) weeks;

## **TERMS OF SERVICE**

The position of Registrar (Academic & Student Affairs) is offered on a five (5) years contract renewable once, subject to satisfactory performance. The University College offers a competitive remuneration package, including basic salary, housing allowance, medical cover and leave allowance.

## **APPLICATION PROCEDURE**

Interested candidates should submit their applications clearly marked with the reference number of the advertised position. The application should include:

- i. A cover letter and Curriculum Vitae detailing educational and professional qualifications, work experience, current position and salary, telephone number, and email address.
- ii. A copy of the National Identity Card.
- iii. Copies of relevant academic and professional testimonials.

Applications should be addressed to:

**The Principal**  
Mama Ngina University College  
P.O BOX 444-01030  
Gatundu.  
Email: [hr@mnu.ac.ke](mailto:hr@mnu.ac.ke)

Those applying online should follow the steps below;

- i. Browse the MNUC website and view featured jobs.
- ii. Login or create an account if you don't have one.
- iii. Complete the job profile by filling all applicable information.
- iv. Upload your documents on the documents upload pages - you can upload all application documents and update when necessary.
- v. Preview the profile summary to confirm the 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.
- ix. Wait for feedback.

Applicants with academic certificates from foreign universities must provide evidence of validation from the Commission for University Education (CUE).

Candidates should also provide the names and contact details of three (3) referees who can attest to their competencies in the relevant area.

**Physical copies of applications and reference letters must be received not later than 26<sup>th</sup> April 2025.**

*MNUC is an equal opportunity employer. Female candidates and persons living with disabilities are encouraged to apply.*

**Only shortlisted candidates will be contacted.**