



## **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:

### **RE-ADVERTISEMENT: POSITION OF REGISTRAR – ACADEMIC AND STUDENT AFFAIRS (GRADE 15)**

**REF: MNUC/ASA/002/2025**

#### **JOB SPECIFICATIONS**

Reporting to the Deputy Principal (Academic, Research, Outreach & Student Affairs - AROSA), 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**

Duties and Responsibilities at this level will entail:-

- (i) Assisting the Deputy Principal (Academic, Research, Outreach & Student Affairs) in the general administration of the Academic Division;
- (ii) Overseeing the Design, development, implementation and evaluation of policies and strategies related to Academics;
- (iii) Coordinating the preparation of teaching and examination timetables;
- (iv) Providing secretarial services to all Academic Board committees;
- (v) Guiding Deans of Schools, Directors and Chairpersons of Departments in running of academic, research and outreach programmes at the respective levels;
- (vi) Analyzing, reviewing and briefing on academic reports;
- (vii) Coordinating and implementing quality audits;

- (viii) Ensuring adherence to ethical and professional conduct and compliance to relevant standards in examination processes;
- (ix) Coordinating the administration and processing of examinations, academic transcripts and certificates;
- (x) Coordinating the travel, accommodation arrangements and payments of External Examiners;
- (xi) Supervising the process of audit, transfers, graduation and certification of the University's degrees, degree verification and production of official transcripts;
- (xii) Coordinating the preparation of graduation ceremonies and all activities related to graduation matters;
- (xiii) Coordinating programmes and programme capacities declaration for students' placements and admissions;
- (xiv) Performing any other duties that may be assigned by the Principal or Deputy Principal (AROSA).

## **PERSON SPECIFICATIONS**

For appointment to this position, a candidate must: -

- i. Have PhD from a recognized institution where applicable;
- ii. Have Master's degree from a recognized and accredited institution;
- iii. Have Bachelor's degree from a recognized and accredited institution;
- iv. Have Cumulative service period of fifteen (15) years' work experience, four (4) of which must be at senior management level;
- v. Demonstrate leadership skills and management of staff at University level;
- vi. Have proven capacity to promote learning, teaching and research;
- vii. Have management course lasting not less than four(4) weeks cumulatively from a recognized and accredited institution;
- viii. Be computer proficient and conversant with use of ERP system;
- ix. Membership to a professional body and in good standing where applicable.
- x. Demonstrated merit and ability as reflected in work performance and results.

## **TERMS OF SERVICE**

The position of Registrar (Academic & Student Affairs) is offered on a five (5) years 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:

- A cover letter and Curriculum Vitae detailing educational and professional qualifications, work experience, current position and salary, telephone number, and email address.

- A copy of the National Identity Card.
- Copies of relevant academic and professional testimonials.

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.

Applicants who had responded to the earlier advert need to reapply.

**Applications and reference letters must be received no later than Monday 1<sup>st</sup> December 2025.**

Those applying online should send their applications the principal through email address: **recruitment@mnu.ac.ke**

Hard copy applications should be addressed to:

**The Principal**  
Mama Ngina University College  
P.O BOX 444-01030  
Gatundu.

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

**Only shortlisted candidates will be contacted.**