

1. ACADEMICS DEPARTMENT

JOB/POSITION TITLE: UNIVERSITY REGISTRAR

REFERENCE NUMBER: PUEA/REG/27/02/24

JOB SUMMARY:

The successful candidates will be responsible for academic and student Affairs as well as Administrative and Finance functions.

ACADEMIC & PROFESSIONAL QUALIFICATIONS/ TRAINING & WORK EXPERIENCE

For Appointment to this office, the applicant must have:

Academic and professional qualifications:

- a) Have a relevant Bachelor's and Masters Degree in Administration, Public Administration, Human Resource Management, Business Administration, Communication, Educational Communication, Project Planning, Education or any other related, relevant disciplines from a university recognized in Kenya;
- b) A Ph.D. in the relevant disciplines
- c) Membership in good standing to relevant Professional body (ies) will be an added advantage.
- d) Minimum of 5 years of teaching experience in a recognized University or college. Preferably currently at the level of a Senior Lecturer.

Experience and skills

- a) Twelve (12) years administrative experience, of which 3 years should be at Deputy Registrar or equivalent.
- b) Have outstanding professional competence in administration and Management
- c) Administrative skills including: People skills, organization, communication, time management, and customer care
- d) Computer literacy

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Efficient facilitation of University management and administrative programmes.

- b) Interpretation and implementation of government policies, circulars, regulations and management decisions;
- c) Ensuring compliance with legislations, statutes, policies and guidelines;
- d) Secretary to University Executive Board, Staff Appointment and staff disciplinary committees; Secretariat to University Council committee of Human Resource and Administration, and ad-hoc committees
- e) Custodian of University official records in accordance with legislative, statutory and policies guidelines;
- f) Coordination of university-wide events including training, protocol and event management;
- g) Staff welfare;
- h) Any other duty given as may be assigned by the Vice Chancellor from time to time.

KNOWLEDGE AND COMPETENCIES

- Good interpersonal/communication skills
- Good organizational skills
- Ability to use all possible networks for the growth of PUEA.
- Competency in a specialized field of teaching

REMUNERATION

The qualified candidate (s) shall be paid commensurately with their qualifications.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to
The Chair of Council, Presbyterian University of East Africa (PUEA)
chairpersoncouncil@puea.ac.ke
P.O BOX 387-00902
Kikuyu
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.

5. Applicants if shortlisted must show up-to-date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.

- a. Kenya Revenue Authority
- b. Higher Education Loans Board
- c. Ethics and Anti-Corruption Commission
- d. Criminal Investigation Department
- e. Credit Reference Bureau

6. Applications should be emailed as one file in PDF to:
chairpersoncouncil@puea.ac.ke

CLOSING DATE: TUESDAY 2ND APRIL 2024

PUEA IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.