

## EXCITING CAREER OPPORTUNITIES

The Management University of Africa (MUA) is a private University in Kenya with its main campus in Kisaju, Kajiado County and a campus in South C, Nairobi. We envision being a premier University providing Management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professionals to fill the following positions:-

### **1.0 TRAINING CORDINATOR**

#### **JOB PURPOSE**

The Training Coordinator will report to the Executive Capacity Development Programmes Manager and will be responsible for the day to day operations of the department.

#### **KEY DUTIES AND RESPONSIBILITIES**

- Securing appointments for company presentations and marketing of ECDP courses.
- Making presentations on ECDP courses on behalf/in the absence of the ECDP manager
- Assisting in proposal writing
- Following up on trainings to secure participants
- Carrying out media monitoring to identify opportunities for the department
- Ensuring that ECDP department is registered on a timely basis with NITA and other relevant institutions
- Processing prequalification documents in a timely manner.
- Attending to ECDP clients correspondences and verbal queries accurately and promptly
- Ensuring efficient flow of mail to and from the ECDP office.

- Maintaining a database and files for all ECDP clients and consultants.
- Implementing, maintaining and updating an office filing system that ensures easy retrieval and accessibility of documents
- Processing ECDP consultants claims at the end of each assignment/training.
- Assisting in preparation of yearly procurement plan for the ECDP department.
- Carrying out Departmental requisitions when there is need.
- Undertaking word processing duties as required by the Director-ECDP
- Performing any other duties assigned from time to time.

### **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Must have a Bachelor Degree in Social Sciences/business related degree
- Must have Diploma in Human Resources Management
- Must a good command in Computer applications:- MS Word, Microsoft Access (Database), MS Power point, MS Excel (Spreadsheet)

## **2.0 AGRONOMIST**

### **JOB PURPOSE**

The purpose of this position is to manage irrigation infrastructure and open field activities in the farm and to supervise casuals/ workers.

### **KEY DUTIES AND RESPONSIBILITIES**

- Managing irrigation infrastructure in the farm
- Managing all on-farm activities to include planning of all seeding , nursery , growing and harvesting , sorting, packaging, pruning , record keeping , maintenance of standards of health and safety as per G.A.P Certificate
- Monitoring overall welfare of plants in order to meet the maximum yield
- Assigning duties, such as cultivation, irrigation, harvesting, pruning, packaging, grading and equipment maintenance.
- Managing, training and supervision of all farm staff
- Observing workers to detect inefficient or unsafe work procedures or identifying problems and initiating
- Ensuring that proper clothing is worn during handling of any produce or while within the farm.
- Reviewing inspection reports made by subordinates on the farm condition.

- Water quality testing (including pH, EC, temperature and other critical parameters of Stock control.
- Adherence to and where required improvement of Standard Cultivation Operating Procedures and health and safety requirements , and ensuring that
- Providing periodic operations reports to management team , reporting on progress verses targets and production reports.
- Advising on purchasing supplies, such as insecticides, machine parts /lubricants, tools and implementation of stock control measures.
- Ensuring adherence to Horticultural Crops Development Authority regulations , including Food Safety and Quality , Environment Safety and Workers Welfare.
- Post -harvest processing including storage and packaging in preparation of sale
- Coordinating with logistics and sale staff to ensure correct timing of harvest - ready produce

#### **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Must have a Diploma or Degree Agronomy /Horticulture /Agribusiness
- Must have excellent customer service skills in dealing with diversity of customers
- Must have proven client management skills
- Must have effective interpersonal skills
- Must have experience with farm management, procedures and record keeping
- Must have Sales and Marketing skills of fast perishable goods.

#### **HOW TO APPLY**

Interested candidates who satisfy the requirements below should forward their applications accompanied by a detailed CV, email address, day time telephone contact, name and address of three referees. The applications should reach the undersigned not later than **3<sup>rd</sup> November 2022**. The Management University of Africa is an equal opportunity employer.

**THE VICE - CHANCELLOR**  
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