

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 - RE-ADVERTISEMENT

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)

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 **23rd November 2022**. The Management University of Africa is an equal opportunity employer.

THE VICE - CHANCELLOR
The Management University of Africa
P. O. Box 29677 - 00100, NAIROBI
Email: vc.jobapplications@mua.ac.k