



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 town campus in South C, Nairobi. We are 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 position:

1.0 ADMINISTRATIVE ASSISTANT - OPEN DISTANCE AND E- LEARNING - MAIN CAMPUS, KISAJU

JOB PURPOSE

The incumbent will work from the Main Campus, Kisaju and will report to the Coordinator Open Distance and e-Learning and will be responsible for providing timely responses to enquiries, working with minimal supervision providing direction on routine and emerging Issues all within University policies, procedures and the law.

KEY DUTIES AND RESPONSIBILITIES

- Allocation of ODEL Units to lecturers in liaison with Co-Ordinator ODEL
- Verification of uploading status of ODeL units in the LMS
- Verification of marking status of ODeL units in the LMS
- Advising students on credit transfer and preparing summary
- Preparation of ODeL calendar and termly dates
- Preparation of residential session timetables
- Guide ODeL students on Unit registration, how to access student portal and LMS
- Scheduling physical/ virtual group branch visits for ODeL students
- Co-ordinate the end of semester exam process for ODeL students
- Marketing ODeL programmes in liaison with marketing team

- Upgrading LMS in liaison with ICT
- Prepare recording of ODeL residential sessions/ classes videos in liaison with ICT.
- Preparation of end of semester lecturers claims
- Preparation of ODeL lecturers work load
- Prepare for audits in liaison with quality assurance, other departments and stakeholders
- Allocate modules to lecturers for development in liaison with Co-ordinator ODEL
- Offer support services to ODeL students in liaison with marketing team and other departments.
- To requisition and securely keep stationeries required by the Department.
- To effectively attend to complaints raised by students and communicate promptly for follow up.
- To ensure efficient flow of mail services and registry.
- Writing reports for the department
- Schedule and confirm appointments for, clients, customers, or supervisors;
- Set up and manage proper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material;
- Should possess excellent written and verbal communication skills.
- To coordinate with various staff for operational support activities of the ODeL Centre and also serve as a liaison with various departments and operating units in the resolution of day-to-day administrative and operational problems;
- To create, maintain and enter information into databases;
- To handles inquiries brought forth and direct to the appropriate persons according to their needs;
- To manage ODeL students' records at the Centre;
- Any other duty as may be assigned from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Bachelor's degree in Information Technology, Business related, Public relation and/or Communication from a recognized University.
- Computer literacy and efficiency in the use of Microsoft Office packages.
- Outstanding interpersonal and customer service skills;
- Should possess excellent written and verbal communication skills.

- Worked for at least two years at university level;
- Well versed in administrative duties;
- Good administrative and coordination skill.
- Be a team player and possess excellent interpersonal, communication both oral and written, report writing and presentation skills.
- Ability to maintain confidentiality, honest, trustworthy with a high degree of personal integrity.

HOW TO APPLY

Interested candidates who satisfy the requirements below should forward their applications accompanied by a detailed CV, email address, daytime telephone contact, name and address of three referees. The applications should reach the undersigned not later than **25th January 2024**. The Management University of Africa is an equal opportunity employer.

THE VICE - CHANCELLOR
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