



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 positions:

1.0 RESOURCE MOBILIZATION OFFICER - ONE POSITION

JOB PURPOSE

The Incumbent will deliver a full range of resource mobilization services to ensure optimal funding of projects and administrative activities in facilitating the effective functioning of the University.

KEY DUTIES AND RESPONSIBILITIES

- Implementation of policies and procedures governing University Resource Mobilization.
- Implementation of University Resource mobilization strategies taking into account short- and long-term funding needs of the University.
- Initiate and participate in efforts to mobilize and build a sustainable funding base for the University.
- Support implementation of resource mobilization strategies by managing relationships with donors and other stakeholders.
- Identifying and mapping potential donors and conducting periodic reviews of donor portfolio.
- Steward assigned donors in alignment with Resource mobilization stewardship policies and protocols.
- Develop a resource mobilization plan based on existing and potential donors and fundraising mechanisms.

- Manage the overall and day-to-day activities related to mobilization of resources, monitoring and tracking funding needs and gaps.
- Develop specific project proposals in compliance with both the University and donor requirements.
- Research the interests and application requirements of the main donors and other sources of funding to the country. Provide technical advice to the executive director on prospective opportunities.
- Identify and partner with main charitable donors in the country.
- Establish and manage a network of donor contacts, track proposals submitted, funds.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Master's degree in a business related field, with proven evidence of resource mobilization success
- A Bachelor's degree in Social Sciences
- Excellent Communication and interpersonal skills
- Ability to work collaboratively and courteously with colleagues throughout the University, alumni, other constituents and the public.
- Demonstrate ability to strategize, implement and build programmes and activities that target fundraising.
- Five years' Experience in Resource mobilization.
- Demonstrate strong writing, planning and organizational skills.
- Flexibility and initiative as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals.
- Be of high ethical standards, integrity and professionalism.
- Ability to organize and complete multiple tasks simultaneously with close attention to details and prioritization to meet deadlines.
- Computer applications: - MS Word, MS Power point, MS Excel (Spreadsheet)

2.0 DRIVER - ONE POSITION

JOB PURPOSE

The incumbent will safely, timely and legally operate University vehicles while driving to and from a designated destination. Provide transportation services for the Chief

Executive Officer, University employees, students, and visitors including special events and park-and-ride operations, ensuring transportation system and passenger safety.

KEY DUTIES AND RESPONSIBILITIES

- Comply with and observe the Kenyan Highway Code and organization policies among other Kenyan Traffic Rules and regulations while driving at all times.
- Carry out duties of staff transport when assigned and ensure the highest quality of service, courteous, efficient services, and safe driving for all occupants.
- Plan ahead to meet anticipated travel requirements. Fuelling, pre-travel checks, travel docs, vehicle expenses, and any other documents and persons traveling for packing instructions and timings.
- Recognizing and reporting mechanical defaults of the vehicles
- Monitoring and reporting the expiry of insurance policies for the University vehicles
- Maintain cleanliness of the University vehicles.
- Preparing and submitting reports on transport
- Ensuring no unauthorized goods/ persons are transported in University vehicles.
- Ensure the paramount safety of motor vehicles and official items at all times.
- Adhering to assigned routes and following time schedules
- Provide transportation for employees and students to various destinations
Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance.
- Ensure sound running of the vehicles assigned and arrange minor repairs where necessary.
- Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside
- Update monthly mileage records
- Support Administration Section as a messenger by assisting with the mail deliveries, both incoming and outgoing
- Perform any other duty that may be assigned from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Minimum O' Level (Form 4) certificate.
- Valid accident-free driving license Class B, C, E

- Must be computer proficient, especially in MS Word, Ms. Excel, Internet usage etc.
- Valid defensive driving certificate
- 5 years' experience working as a bus driver, experience in a corporate environment will be an added advantage.
- Good communication and interpersonal skills
- Records maintenance skills.
- Ability to understand and follow safety procedures.
- Knowledge of basic vehicle inspection and maintenance including tire pressure, checking oil and water levels.
- Ability to safely and efficiently operate a loaded passenger bus.

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 **28th March 2024**. The Management University of Africa is an equal opportunity employer.

THE VICE - CHANCELLOR
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