

EXCITING CAREER OPPORTUNITIES

The Management University of Africa (MUA) is a chartered premier 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 DEAN OF STUDENTS - 1 POSITION

JOB PURPOSE

The incumbent will oversee all actions and programs relating to student affairs. He/she will work closely with all administrative and academic departments to assist students to achieve their academic goals. He /she shall also assist students adjust to the life of the University and the community and also shall advice on regular review of the policy, and its implementation to determine its effectiveness.

KEY DUTIES AND RESPONSIBILITIES

- Overseeing student services, such as counseling, career services, student health, and residential life
- Managing student affairs budget and resources effectively
- Resolving student behavioral issues and conflicts
- Organizing and overseeing student activities and events
- Ensuring compliance with institutional, local, state and government regulations and standards
- Coordinating with other departments for student welfare and development
- Providing leadership and direction to student affairs staff
- Representing the student affairs department in administrative meetings
- Promoting diversity and inclusion within the student body
- Reviewing and addressing student complaints and grievances
- Any other duties that may be assigned from time to time

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- A PhD in Business related courses, Education or Social Sciences.
- A Master's degree in Business related courses, Education or Social Sciences.
- A Bachelor's degree in Business related courses, Education or Social Sciences.
- Have excellent organizational, interpersonal and communication skills.
- Five years' experience working with students.
- Must be a member of a professional body.

- Be computer proficient (MS Office).
- Have excellent report writing skills.
- Be mature, works well under pressure and be able to multitask
- Be creative and innovative.
- Have excellent negotiation and problem-solving skills.

2.0 ICT MANAGER - 1 POSITION

JOB PURPOSE

The incumbent will ensure the development and implementation of the Information and Communication Technology (ICT) strategy for the University and for the provision of ICT technologies and services throughout the University to support communication and processes of information for quick decision making in the University.

KEY DUTIES AND RESPONSIBILITIES

- Manage information technology and computer systems
- Plan, organize, control and evaluate IT and electronic data operations
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance
- Design, develop, implement and coordinate systems, policies and procedures.
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy.
- Identify problematic areas and implement strategic solutions in time
- Audit systems and assess their outcomes.
- Any other duties that may be assigned from time to time

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- At least a master's degree in computer science, information systems, information Technology, engineering or related field.
- PhD in computer science, information systems, information Technology, engineering or related field will be an added advantage.
- At Least five years proven experience of success in turning around in organisations you have worked in.
- Bachelor's degree in computer science or Information Technology.
- MCSE or any other relevant industry certification in systems management
- CCNP or certification in advanced routing and switching.
- Must be a member of a professional body.

3.0 MARKETING MANAGER - 1 POSITION

JOB PURPOSE:

The incumbent will ensure adequate revenue to the University through student enrolment and other income generating ventures.

KEY DUTIES AND RESPONSIBILITIES

- Develop strategies and tactics to get the word out about our University and drive qualified traffic to our front door.
- Deploy successful marketing campaigns and own their implementation from ideation to execution.
- Experiment with a variety of organic and paid acquisition channels like content creation, pay per click campaigns, event management, publicity, social media, lead generation campaigns, copywriting, and performance analysis.
- Produce valuable and engaging content for our website and blog that attracts and converts our target groups
- Build strategic relationships and partner with key industry players, agencies and vendors
- Prepare and monitor the marketing budget on a quarterly and annual basis and allocate funds wisely
- Oversee and approve marketing material, from website banners to hard copy brochures and case studies
- Measure and report on the performance of marketing campaigns, gain insight and assess against goals
- Analyze consumer behavior and adjust email and advertising campaigns accordingly
- Any other duties that may be assigned from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Must possess at least a Master's Degree with a bias in Marketing.
- Should have a Bachelor's degree in Marketing.
- At Least five years proven experience of success in turning around in organisations you have worked in.
- Must be a member of a professional body that is recognizable either in the area of Marketing, Sales, Branding.
- Be computer proficient (MS Office)
- Have excellent report writing skills.
- Be mature, works well under pressure and be able to multitask
- Be creative and innovative.
- Have excellent negotiation and problem-solving skills.

4.0 EXAMINATION DATA MANAGEMENT OFFICER- ONE POSITION

JOB PURPOSE

JOB PURPOSE

The incumbent will capture and ensure the accuracy of the students' examinations records in the database and maintain high level of security of the data.

KEY DUTIES AND RESPONSIBILITIES

- Receiving signed CAT/WBA from Deans Office
- Data Report generation of CAT/WBA & final exams per programme and maintenance of student's examination records.
- Verification of marks captured and processed before handing over to the supervisor.
- Assist in printing/dispatching of students Examination cards to deans' office.
- Processing and printing of academic transcripts for courses per academic year.
- Daily maintenance and update of all examination data bases.
- Security of University exam data base and Custodian of all examination records (soft and hard copies).
- Storage of academic certificates soft copies in orderly manner.
- Dispatching of transcripts to the Registrar, Academic and Student Affairs.
- Receipt and recording of approved marks relating to attachment, Research project
- Ensuring all examination deadlines are adhered including updating of examination remarking results
- Assist in Preparation of the list of cleared students for graduation.
- Any other duties assigned from time to time

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Minimum qualification; Bachelor's degree in Information Technology,
- Knowledge - Computer packages (MS Word, Excel, PowerPoint, Outlook)
- At least two years' experience in a similar position.
- Proficient in MS Office and report writing
- Must be a member of professional body
- Good communication and interpersonal skills

5.0 MALE - HOSTEL WARDEN - RE- ADVERTISEMENT ONE POSITION

JOB PURPOSE

The incumbent is responsible for coordinating and overseeing all the activities and programs running in the hostels. He is responsible for managing and ensuring proper maintenance and cleanliness of hostel facilities, maintaining a friendly environment in which each student can live and learn. He is also responsible for spiritual care, welfare and discipline of students residing in the hostels.

KEY DUTIES AND RESPONSIBILITIES

- Be responsible for the health, hygiene and general welfare of students residing in the halls of residence
- Attending to all matters of health, sickness, diet, sanitation and cleanliness
- Ensuring that students observe the rules framed for the guidance and maintenance of decorum.
- Liaising with the Security officer in ensuring security of the students in and around the halls of residence.
- Will periodically verify the furniture and fittings of the hostels, and take action for their repairs/replacement or for obtaining additional furniture.
- Arbitrating/ or mediating between students disputes thus ensuring good order and behavior is maintained in the hostels.
- Staying in the hostels at night to ensure the safety and well-being of the students.
- Assisting the Hostel Administrator with the Admission of new students
- Taking part in the implementation of fire drills, crime prevention and health and safety awareness activities
- Responding to on -site emergencies (burst pipes, broken window, burglaries, locked out rooms etc.)
- Maintaining accurate records and writing reports to help to identify trends that may require action.
- To perform any other duties assigned from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Bachelors in any Social Science or a combination of qualifications in related field.
- 3-4 years experience in similar role in a University set up including student affairs department or working with youth
- Excellent organizational, interpersonal and communication skills.
- Proficient in MS Office and report writing
- Proactive, take personal responsibility and have the ability to go beyond the call of duty
- Excellent negotiation and problem-solving skills.
- Must be a member of a professional body.
- A team player and is energetic, engaging, approachable and available to all students.

6.0 ADMINISTRATIVE ASSISTANT, REGISTRY

JOB PURPOSE

The incumbent will effectively execute Registry duties in the Registrar's Academic and Student Affairs Office.

KEY DUTIES AND RESPONSIBILITIES

- To open files for new students and serialize the documents in order for ease of retrieval.
- Maintain students' records and admission database (both manual & electronic).
- To manage daily housekeeping of the registry, pest control and access control to ensure integrity of records is not compromised.
- To provide reports to management on various issues relating to records management.
- To retrieve student files when needed by action officers.
- To update the students comprehensive summary report in excel to monitor progression.
- Assist in Admission of students and verification of documents.
- Write departmental and other related minutes.
- Any other duties that may be assigned from time to time

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Bachelor of science in Information Science (Records and Archives management option)
- Certificate in Computer Application.
- Two years' experience in a similar role in a University set up.
- Must be a member of a professional body.
- Excellent organizational, interpersonal and communication skills.
- Proficient in MS Office.

7.0 ADMINISTRATIVE ASSISTANT -ADMISSIONS

JOB PURPOSE

The incumbent will ensure he/she has admitted and recruited qualified Students at the University by writing admission letters to admitted students, verification of students certificates, maintaining updated student records and numbers and timely communication to the students.

KEY DUTIES AND RESPONSIBILITIES

- To admit students as per the University entry requirements.
- Preparation of students' application summary for approval by the Senate.
- Preparation of data needed by Government and other organization e.g. CUE, KUCCPS, UFB etc.
- Responding to all enquiries, mails regarding admission.
- Maintain students' records and admission database (both manual & electronic).
- Certification and verification of students' original documents.
- Preparation and taking minutes of Deans Committee, Student Disciplinary Committee and Graduation meetings.

- Inviting new students for orientation and preparing package for student orientation.
- Writing recommendation letters as requested by students.
- Any other duty assigned time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Bachelor's degree in Business Administration/ IT
- Certificate in computer applications
- Two years of relevant experience
- Must be a member of a professional body.
- Good interpersonal and communication skills
- Any other duty as may be given from time to time

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 **Friday 14th June 2024**. The Management University of Africa is an equal opportunity employer

THE VICE - CHANCELLOR
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