



KENYA METHODIST UNIVERSITY

INTERNAL JOB ADVERTISEMENT

Kenya Methodist University (KeMU) seeks to appoint an innovative individual with demonstrated high standards of personal and professional integrity for the following position.

ASSISTANT ADMINISTRATIVE OFFICER – ACADEMIC REGISTRY GRADE 10- ONE (1) POSITION (KeMU/HR/1/01/23)

Reports to the head of section

Job Description

- i. Manage admission of new students every academic year by ensuring that all admission requirements are met to ensure admission of students in programs they are qualified for.
- ii. Process examinations in line with rules and regulations to ensure integrity and quality
- iii. Facilitate safe processing of certificates and transcripts through results verification to ensure correct awards and guard the integrity of University examinations.
- iv. Ensure safe custody of academic certificates and transcripts
- v. Facilitate correction of academic transcripts and certificates
- vi. Process data for administrative planning
- vii. Assist in information processing and dissemination.
- viii. Perform regular update of Enterprise Resource Planning (ERP) by occasional checks in the student's card, students' statistics and semester registration to ensure accuracy of students' information
- ix. collecting, recording and maintaining student records
- x. Participate in appraisal, archival and disposal of records

- xi. Any other duties assigned by immediate supervisor.

Minimum Requirements

For direct appointment to this grade an officer must have: -

- i. A Bachelor's degree in Information Science/ Records and Archives Management/ Computer Information Systems or equivalent from a recognized University with not less than 4 years' work experience in a similar administrative position.
- ii. Evidence of proficiency in the use of information management systems.
- iii. Adequate working experience in managing students' records
- iv. Adequate knowledge in data mining and analysis
- v. Proficiency in ICT skills
- vi. Good communication and interpersonal skills
- vii. Attention to details, high level of integrity and confidentiality

How to Apply

Each application shall be accompanied by detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents. Scanned copies of these documents must accompany the email application.

The successful applicant will be required to bring the following:

- 1. Clearance from Kenya Revenue Authority
- 2. Clearance from Higher Education Loans Board
- 3. Clearance from the Ethics and Anti-Corruption Commission
- 4. Clearance from Credit Reference Bureau
- 5. Criminal Investigation Department (Certificate of Good Conduct)
- 6. Letters of recommendation from at least three referees familiar with the applicant's professional experience and character in general should also be sent to the address below.

Applications shall clearly be marked with the Reference Number of the Advertised position "Application for the position of (*position applied for*)" and submitted as follows:

- 1. Three (3) hard copies should be addressed to
The Vice Chancellor
Kenya Methodist University
P. O. Box 267 – 60200
MERU, KENYA

And

2. An electronic copy in PDF format to be sent direct to the Vice Chancellor on email: **applications@kemu.ac.ke**

To be received on or before 10th January 2023 noon. Only shortlisted candidates will be contacted.

This position requires an individual who is committed to Christian values and is of high ethical standards, integrity, and professionalism.

KeMU is an Equal Opportunity Employer.