



# KENYA METHODIST UNIVERSITY

## INTERNAL JOB ADVERTISEMENT

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

### APPLICATIONS ARE INVITED FOR A DEPUTY REGISTRAR ACADEMIC AFFAIRS (1) POSITION

The Deputy Registrar shall be responsible to the Registrar Academic Affairs for planning, policy formulation and general administration of the various academic activities in the University.

#### Job Description

The Deputy Registrar, Academic Affairs will be expected to:-

- i. Coordinate Admission of students as well as maintenance of data in all courses in the University
- ii. Coordinate teaching and examination functions.
- iii. Prepare annual work plans in line with the existing work load to ensure execution of tasks.
- iv. Oversee preparation and analysis of examination results in line with curriculum requirements.
- v. Oversee preparation of certificates and transcripts.
- vi. Supervise issuance of transcripts and certificates in line with university examination policies to ensure accuracy and safety of documents.
- vii. Oversee keeping and updating of all student Registration and Examination records.
- viii. Coordinate the maintenance of all Admission and Examination Records of Students.
- ix. Ensure that Examination irregularities are mitigated and if they happen, are dealt with appropriately and in a timely manner as per Students Handbook.

- x. Participate in formulation and implementation of policies in academic division in line with the University Strategic Plan.
- xi. Ensure in liaison with Deans and CoDs, that internal and external examination moderations is conducted in accordance with the set out procedures.
- xii. Coordinate and ensure that External Examiners receive accurate and timely information and documentation for their work and implementation of their recommendations.
- xiii. Responsible for the setting and implementation of the performance contract targets in the various academic departments within the University.
- xiv. Responsible for implementation of Quality Management System (QMS) for performance management of the academic departments within the University.
- xv. Responsible for timely submission of academic and related reports.
- xvi. Responsible for monitoring lecturer/students class attendance.
- xvii. In charge of timetable and ensuring that lecturers are properly loaded.
- xviii. Carrying out any other duties as assigned by the Registrar Academic Affairs.

### **Minimum Requirements**

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

- i. A relevant Master's degree in management, administration or its equivalent from a recognized university or institution.
- ii. Have at least ten (10) years working experience at a high position in a university or and equivalent institution of which 5 must be in a management position.
- iii. Evidence of participation and contribution in seminars/conferences related to administration and management.
- iv. Proficient in the application of Management Information and Communication Technologies.
- v. Must have certificates in professional courses.

### **SENIOR ASSISTANT REGISTRAR ACADEMIC AFFAIRS (1) POSITION**

Reporting to the Deputy Registrar Academics Affairs.

### **Job Description**

The Senior Assistant Registrar, Academics will be expected to:-

- i. Assist in co-ordination of admission of students into the university as well as maintenance of data in all courses in the University
- ii. Assist in co-ordination of teaching and examination functions.
- iii. Prepare annual work plans in line with the existing work load to ensure execution of tasks.
- iv. Ensure preparation and analysis of examination results in line with curriculum requirements.
- v. Ensure preparation of certificates and transcripts.
- vi. Ensure issuance of transcripts and certificates in line with university examination policies to ensure accuracy and safety of documents.
- vii. Ensure keeping and updating of all student Registration and Examination records.
- viii. Coordinate the maintenance of all Admission and Examination Records of Students.
- ix. Ensure that Examination irregularities are mitigated and if they happen, are dealt with appropriately and in a timely manner as per Students Handbook.
- x. Participate in formulation and implementation of policies in academic division in line with the University Strategic Plan.
- xi. Liaise with Deans and CoDs, that internal and external examination moderations is conducted in accordance with the set out procedures.
- xii. Ensure that External Examiners receive accurate and timely information and documentation for their work and implementation of their recommendations.
- xiii. Assist in setting and implementation of the performance contract targets in the departments.
- xiv. Ensure implementation of Quality Management System (QMS) for performance management in the department.
- xv. Ensure timely submission of academic and related reports.
- xvi. Assist in monitoring lecturer/students class attendance.
- xvii. Ensure timely release of the timetables.
- xviii. Carrying out any other duties as assigned by the Registrar Academic Affairs.

### **Minimum Requirements**

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

- i. A Master's degree in management, administration or any relevant area from a recognized University.
- ii. More than eight (8) years' working experience in an examination/admission section of a university or similar organization.
- iii. Evidence of proficiency in the use of information management systems.
- iv. 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.

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](mailto:applications@kemu.ac.ke)

To be received on or before **5<sup>th</sup> October 2022**. Only shortlisted candidates will be contacted.

This positions requires individuals of high ethical standards, integrity, and professionalism.

***KeMU is an Equal Opportunity Employer.***

