



# 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 positions.

### **ASSISTANT ADMINISTRATIVE OFFICER GRADE MU 10 (1) POSITION NAIROBI CAMPUS**

Reports to the Chair Department of Business Administration.

#### **Job Description**

The Assistant Administrative Officer will be expected to:-

- i. Participate and ensure smooth day to day running of the various activities within the office.
- ii. Perform front office duties like receiving visitors and calls and responding to enquiries and/or direct them to the relevant offices.
- iii. Send, receive and direct the emails to the concerned officers and/or print for the officer's attention.
- iv. Receive, read and screen correspondences and sort them out and direct them to the respective officers for action.
- v. Take dictations/transcribe/type memos/circulars/letters and other documents or edit documents that come from other departments for signature.
- vi. Read all correspondences that come to the office to ensure that they do not have obvious errors before they are signed.
- vii. Ensure that out-trays are cleared by removing all the files that have been worked on, sorting them and sending to relevant officers for action.
- viii. Ensure proper filing of office records.
- ix. Organize for meetings by issuing notices, preparing the agenda and documentation for the meetings and taking accurate minutes in various committees.

- x. Prioritize any matter that requires urgent attention for quick action.
- xi. Assist in forwarding information to Heads of Units on decisions made by various University Management committees so that they can act on what affects their departments.
- xii. Handle and store highly confidential documents on deliberations during Senate/staff disciplinary/interviews meetings in order to secure them and prevent leakage of information to unintended persons.
- xiii. Carry out any other assignment from supervisor.

### **Minimum Requirements**

- i) Bachelor's Degree in Administration/ Management or equivalent qualifications from a recognized University with at least five (5) years in a comparable position.
- ii) Diploma/Higher Diploma in Secretarial Studies from the Kenya National Examinations Council or equivalent qualifications from a recognized Institution

**OR**

The following qualifications from the Kenya National Examinations Council:-

- Typewriting III (50 w.p.m.)/Computerized Document Processing III
- Shorthand II (80 w.p.m.)
- Business English II/Communications I
- Office Practice II
- Secretarial Duties II
- Commerce II
- Office Management III/Office Administration and Management III;
- iii) Exemplary work performance.
- iv) Computer literacy.
- v) High level of integrity and confidentiality.

### **ADMINISTRATIVE ASSISTANT GRADE MU 7 (3) Positions Nairobi Campus & (1) Main Campus.**

Reports to the Head of Unit.

### **Job Description**

The Senior Administrative Assistant will be expected to:-

- i. Be responsible for day to day running of the various activities within the office keeping management informed of performance with routine and requested reporting.
- ii. Provide administrative support to academic department by providing reception services, scheduling appointments, meetings, and travel, filing,

- and preparing and proofreading correspondence, reports, and other documents.
- iii. Deal with student queries and providing guidance on service points for their various needs.
  - iv. Assist in requisitioning equipment and supplies and maintain an inventory of office supplies.
  - v. Serve as a liaison between students and staff
  - vi. Follow up and track workflow to ensure completion
  - vii. Perform front office duties like receiving visitors and calls and respond to enquiries and/or direct them to the relevant offices
  - viii. Send, receive and direct emails to the concerned officers and/or print for their attention.
  - ix. Ensure that out-trays are cleared by removing and sorting all correspondence and marking them to the relevant officers for action.
  - x. Handle and store highly confidential documents on deliberations during Senate/staff disciplinary/interviews meetings in order to secure them and prevent leakage of information to unintended persons.

### **Minimum Requirements**

- i. Diploma/Higher Diploma in Secretarial Studies from the Kenya National Examinations Council or equivalent qualifications from a recognized Institution with at least three (3) years' experience in a comparable position.

**OR**

The following qualifications from the Kenya National Examinations Council:-

- Typewriting III (50 w.p.m.)/Computerized Document Processing III
  - Shorthand II (80 w.p.m.)
  - Business English II/Communications I
  - Office Practice II
  - Secretarial Duties II
  - Commerce II
  - Office Management III/Office Administration and Management III
- ii. Exemplary work performance.
  - iii. Computer literacy.
  - 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 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: [application.january@kemu.ac.ke](mailto:application.january@kemu.ac.ke)

To be received on or before 13th January 2025 5.00 pm. 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.***