



Strathmore
UNIVERSITY
BUSINESS SCHOOL



SBS VACANCY ANNOUNCEMENT

JOB TITLE: Senior Manager, Undergraduate Programs

DEPARTMENT: Strathmore University Business School (SBS)

REPORTING TO: Director, Undergraduate Programs

JOB PURPOSE: The job holder is responsible for providing leadership and management support to the School Dean, faculty members, and students, overseeing academic programs, coordinating administrative processes, and fostering a productive academic environment in line with the University's strategic goals.

MAIN DUTIES AND RESPONSIBILITIES:

1. Academic Program Management

- Interview program applicants and approve admission of applicants to respective programs to achieve school admission targets.
- Ensure quality teaching by supporting the Academic Director in allocating teaching load to lecturers, coordinating peer review processes, coordinating the curriculum review meetings, and managing the lecturer-student evaluation process.
- Ensure operational compliance with university policies and regulations.
- Oversee field-based activities that are in line with the academic programmes such as work-based learning, service-based learning, Maisha etc.
- Minute taking.

2. Mentoring and Student Support

- Provide academic advising, which includes but is not limited to approval of student applications for special exams, academic leave, and program transfer.
- Contribute to the strategic pillar of Transformative Student Experience.
- Planning and executing Academic trips and exchange programs.
- Follow up on mentoring activities in the school.

3. Budget Management

- Prepare the annual school budget as per the school's strategic work plan.
- Work in conjunction with the procurement department to source and approve goods and services that meet the needs of the school.

4. Risk Management

- Review the risk register and report on risk mitigation measures in collaboration with internal audit.

5. Strategy Implementation and Quality Assurance

- Work towards the achievement of Strathmore University's vision and mission by supporting the Dean in the preparation and implementation of the school's strategic and quality improvement plan.
- Ensure that the school continually meets the required quality standards by acting as the school quality representative in collaboration with the Quality Assurance Office.

6. Financial Responsibility

- Approval of training budget for staff.

7. Operational Responsibility

- Staff recruitment, appraisal and feedback.
- Feedback to clients (Students, parents).

JOB REQUIREMENTS

The post holder will be required to have and to demonstrate evidence of the following qualifications, attributes, and skills:

- Master's degree in Education Management, Business Administration/Management or related field.
- Minimum of 7-9 years' experience and at least 4-6 years of experience in a supervisory role.
- Strong leadership and strategic skills.
- Administrative and operational management skills.
- Excellent communication and interpersonal skills.
- Financial and resource management.
- Students' welfare and safeguarding.
- Crisis and risk management.
- Stakeholder engagement

If you are interested in the position and have the skills we are looking for, we would like to hear from you. Please forward an application letter together with a copy of your updated resume quoting '**Senior Manager, Undergraduate Programs**' to the People and Culture Manager, Strathmore University Business School, on careersbs@strathmore.edu by end of the day (5.30 pm) **Tuesday, 29th April 2025**.

Due to the large number of applications we may receive, only the shortlisted applicants will be contacted.

Please be advised that Strathmore University Business School is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.