

EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University has a vacancy for the position of **Assistant Office Administrator II Grade 5**.

ASSISTANT OFFICE ADMINISTRATOR II/SECRETARY GRADE 5 1 POSITION

REF: PU/ADV/04/07/2026

REQUIREMENTS FOR THE POSITION OF ASSISTANT OFFICE ADMINISTRATOR II GRADE 5

This is an entry level to this cadre and appointment shall be on such terms and conditions as may be determined by the Council from time to time depending on age, citizenship or any other reason as may be stipulated in the Kenyan Labour Laws.

Academic Qualification

Diploma in Secretarial Studies/Business Administration/Business Management/Office Management or equivalent qualification from a recognised institution;

Professional Qualifications

The candidate must provide evidence in the following:

- Business English III/Communications II;
- Certificate course in supervisory skills/ development course or equivalent
- Commerce II
- Office Management III/Office Administration and Management III
- Office Practice II or Secretarial Duties II
- Shorthand III (100 w.p.m.)
- Typewriting III (minimum 50 w.p.m.) or Computerized Document Processing III

Experience

The candidate must have **at least one (1) year** work experience in the relevant field.

In addition, the candidate must have experience in handling the following:

- Verification of academic documents
- Filing of examination returns
- Assist in Budgeting and procurement planning within a department.
- Drafting official correspondence as advised
- Typesetting of examination drafts
- Handling telephone calls and appointments



- Records and Documents Management
- Security of office records, documents, and equipment
- Attend to visitors and inquiries

Skills

The candidate should have experience and provide evidence in the following:

- Communication skills
- Computer proficiency skills
- Interpersonal skills
- Organisational skills
- Team work skills
- Time management skills



TERMS OF SERVICE

Benefits for the above positions include a competitive basic salary, house allowance, medical cover for staff and dependents, life Insurance, opportunities for further development and training and other regular allowances as determined by SRC.

Interested applicants should submit **four (4) hard copies** of their application accompanied by a detailed Curriculum Vitae, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Applications and letters of recommendation from referees should be addressed to:

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Candidates with foreign qualifications MUST submit a Certificate of Recognition from the Commission of University Education.

Pwani University is an equal opportunity employer committed to Diversity, Equity and Inclusion. The University encourages applications from qualified applicants of all genders, persons with disabilities, and members of marginalized groups.

Reasonable accommodation will be provided to applicants with disabilities during the recruitment process upon request. Applicants who wish to be considered under the category of persons with disabilities should attach a valid National Council for Persons with Disabilities (NCPWD) registration certificate.

The deadline for submitting applications is **Wednesday 5th August, 2026**. Applications received later than this date **will not** be considered

Please Note that: Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification

23 JUL 2026

NO FEE

PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)



