



## 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 invites applications from suitable qualified candidates to fill the position of **Clerical Officer II (LOCUM)**

**CLERICAL OFFICER II (LOCUM) 1 POSITION REF: PU/ADV/01/11/2023**

### **REQUIREMENTS FOR THE POSITION OF CLERICAL OFFICER II (LOCUM)**

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

#### **Academic Qualifications**

The candidate must have a certificate in Clerical Operations/Business Administration/Business Management or any other related area of study from a recognized institution.

#### **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:

- Assist in dispatch of documents
- Assist in handling of enquiries and requests
- Assist in management of records and documents
- Assist in photocopying of documents
- Assist in receiving of documents
- Filing
- Recording
- Sorting of documents

## **Duties and Responsibilities**

The successful candidate will be involved in carrying out the following duties.

- Opening of files for newly admitted students
- Filling of all correspondences in students' files and section's files
- Record and monitor the movement of files to and from the registry
- Provision of all files needed within the section and other sections/departments/schools at the right time and to the authorized persons within the stipulated guidelines
- Ensuring files are in good order and information is well secure
- Ensuring that information contained in the files is correct and certified where necessary
- Preparing outgoing materials received for dispatch
- Collects and delivers correspondences within the admissions offices: and delivers/collects mails from other sections/departments/schools
- Sorts, Organizes and arranges the file cabinets under the guidance of the Registry Clerk
- Archive all old files that are not in frequent use/demand and retrieve the same if need arises
- Perform any other duties that may be assigned by the immediate supervisor

## **Skills:**

The candidate must have the following:-

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

**Interested applicants should send four (4) copies) of their application for the above position.**

**Applications and recommendations letters from referees should be addressed to,**

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

Applications should include an up to date CV, giving details of applicants 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.

**Pwani University is an equal opportunity employer, female candidates and persons living with disabilities are encouraged to apply.**

**Persons living with Disabilities should attach a copy of their National Council for Persons with Disabilities (NCPWD) registration Card.**

**Applicants with foreign qualifications must submit a Certificate of Recognition from the Commission for University Education.**

The deadline for submitting applications is **Tuesday 21<sup>st</sup> November, 2023**. Applications received later than this date will **not be** considered

**NO FEE**

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