



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 **Administrative Officer II Grade 7**.

ADMINISTRATIVE OFFICER II GRADE 7 1 POSITION REF: PU/ADV/05/05/2025

REQUIREMENTS FOR THE POSITION OF ADMINISTRATIVE OFFICER II GRADE 7

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 Council from time to time depending on age, citizenship or any other reason as may be stipulated in the Kenyan Labour Laws.

Academic Qualification

The candidate must have a Bachelor degree in any area of study from a recognised institution.

Experience

The candidate must have minimum **of one (1) year** relevant work experience in a busy organisation with proven integrity, independence, innovativeness and compliance to deadlines.

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

- Processing and issuance of transcripts
- Issuance of Certificates
- Verification of academic documents
- Typesetting of examination drafts
- Filing of examination returns
- Assist in budgeting and procurement planning
- Prepare office correspondences
- Records and document management
- Attend to visitors and inquiries
- Capture students personal data for the purpose of preparing a list for printing of academic certificates and preparation of graduation booklet
- Generate reports from data base
- Provide secretariat services to Committees

Skills

The candidate must have the following: -

- Communication skills



- Computer proficiency
- Interpersonal skills
- Organisational skills
- Report writing skills
- Team work 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 (CUE).

Pwani University is an equal opportunity employer, female candidates and persons living with disability are encouraged to apply. The latter should attach their National Council for Persons with Disability (NCPWD) Certificate.

The deadline for submitting applications is **Wednesday, 28th May 2025**. 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

NO FEE

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

