

**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/06/05/2025**

**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 (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 28<sup>th</sup> 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)**

