



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 is seeking to recruit competent and professional staff at the level of **Deputy Registrar (Examinations) Grade 14**

DEPUTY REGISTRAR (EXAMINATIONS) GRADE 14

1 POSITION

REF: PU/ADV/02/03/2025

This is a senior position in the University for this cadre. The appointee shall be expected to provide leadership to members in lower grades and support Registrars.

REQUIREMENTS

Academic Qualification

The candidate must have a Masters degree or its equivalent in any academic field

Experience

The interested candidates must have at least **Seven (7) years** of continuous university service or equivalent; **three (3)** of which must have served as **Senior Assistant Registrar** or comparable position with proven integrity, honesty, independence, innovativeness and compliance to deadlines

In addition the candidate should have experience in the following;

- Budgeting and procurement planning
- Financial Management
- Formulation of institutional policies, procedures and regulations
- Planning and execution of projects



Key Responsibilities

The Officer will perform the following duties and responsibilities

- Coordinate Senate activities, organize and implement e-attendance register, and initiate the distribution of agendas on the net.
- Member of the Senate committee on the preparation of draft university statutes.
- Set up and oversee the functioning of the various senate committees.
- Align the examinations department with the strategic plan.
- Custodian of Certificates, Examination Results, Transcripts, Examination Papers etc.
- Examinations matters, setting of examinations, moderation, printing of examinations/the administration of examination, external examining in liaison with external examiners, examination time table etc.
- Liaise with the concerned persons to install automated security system e.g. biometric/card readers and access control security cameras etc. in examination offices and all large examinations rooms during the examinations.
- Transcripts and Document Validation
- Perform any other duties as may be assigned by the Deputy Vice Chancellor (Academic and Students Affairs) from time to time.

Skills

Applicants should possess the following:-

- Analytical skills
- Collaboration and Networking skills
- Communication skills
- Computer proficiency
- Interpersonal skills
- Leadership skills
- Managerial skills
- Organisational skills
- Report writing skills
- Resource mobilization skills
- Team building and team work skills

In addition, candidates should show evidence of active involvement in International/Continental/Regional /National/ Local/Community activities

Terms and conditions of service

The 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 Kenya Labour laws.



Interested applicants should submit **four (4) hard copies** of their application accompanied by detailed curriculum vitae (detailing academic qualifications, professional experience, academic leadership, publications, awards/scholarships/funding, membership to professional associations and linkages) and copies of certificates. Applicants should also provide names and contact addresses of three referees who are knowledgeable of the competence of the applicant.

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 **11th April 2025**. Applications received later than this date will **not** be considered

Please Note: Only shortlisted candidates will be contacted. Only the successful candidates will be required to provide clearance forms from KRA, CID (Police Clearance), EACC, HELB and CRB.

Canvassing will lead to automatic disqualification.

NO FEE

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



