



## 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 **Registrar (Academic and Students Affairs) Grade 15**

**REGISTRAR (ACADEMIC AND STUDENTS AFFAIRS) GRADE 15 1 POSITION**

**REF: PU/ADV/01/03/2025**

### REQUIREMENTS FOR POSITION OF REGISTRAR (ACADEMIC AND STUDENTS AFFAIRS) GRADE 15

This is the senior-most position in the University for this cadre. The appointee shall be expected to provide leadership to members in lower grades. Appointment shall be on a three (3) year performance-based renewable contract.

#### **Academic Qualification**

The candidate must have an earned Ph.D. in any academic field of study.

**OR**

Masters degree or its equivalent in any academic field.

#### **Experience**

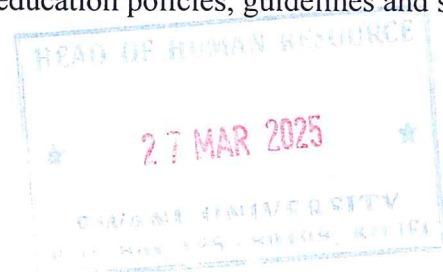
For a **PhD** holder, the candidate must have at least **twelve (12) years** of continuous university service or equivalent; five (5) of which must have served as Deputy Registrar or comparable position, with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

For a **Masters** degree holder, the candidate must have at least **fifteen (15) years** of continuous university service or equivalent; five (5) of which must have served at the level of Deputy Registrar or comparable position, with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

#### **Experience**

Interested applicants:

1. Must be conversant with national and international education policies, guidelines and skills.



2. Must be conversant with extension, linkages and collaboration.
3. Have excellent understanding of the current trends in university education and training in Kenya and globally and abroad awareness of the factors and conditions shaping the development of University education in Kenya.
4. Be a leader with potential to plan, develop and implement academic programmes and develop strategic institutional linkages.
5. Demonstrate effective communication, persuasive and interpersonal skills as well as have strategic, Logical and sound decision making ability.
6. Be of highest ethical standards, accountability and professionalism, team work and good stewardship and comply with the requirements of Chapter Six of the Kenya Constitution 2010.

### **Main duties and responsibilities**

Duties and responsibilities of the Registrar (Academic and Students affairs) Grade 15 will include but not limited to:

1. Oversee the smooth running of various sections in the Academic Division as stipulated in the statute to ensure programs and delivery is carried out as per the legal frame works.
  - Learning resources and facilities
  - E-learning centers
  - Students' admission services
  - Teaching and learning programmes
  - Examination services including preparation of graduation and certification.
  - Marketing the University programmes
  - Preparation of Academic Almanac
2. Ensure compliance with relevant standards for all academic programmes for adherence to set out regulations and accreditation policies.
3. Provide secretarial services to the Senate, Deputy Vice Chancellor Academics and Students Affairs and Deans Committee.
4. Coordinate performance contracting, Monitoring and Evaluation to ensure the University operates within set targets.
5. Participate in preparation of the Divisional budget.
6. Ensure all programs on offer are aligned to the Strategic Mission of the University.
7. Participate in strategic planning for the Division.
8. Any other duty as assigned by the Supervisor.

### **Skills and Competencies**

**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 Mobilisation skills
- Team building and team work skills





## TERMS AND CONDITIONS OF SERVICE

The appointment will be for a contractual period of three (3) years renewable for a further period of three (3) years subject to satisfactory performance, age, citizenship and any other reason.

Interested applicants should submit four (4) copies of their application accompanied by a detailed curriculum vitae (detailing academic qualifications, professional experience, academic leadership, publications, awards/scholarships/funding, membership to professional association 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 application is **Wednesday, 10<sup>th</sup> April, 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)**

