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 Senior Administrative Assistant Grade E (In-Charge of the University Resource Center).

**SENIOR ADMINISTRATIVE ASSISTANT GRADE E**

**POSITION:** REF: PU/ADV/06/1/2019

**REQUIREMENTS FOR THE POSITION OF SENIOR ADMINISTRATIVE ASSISTANT GRADE E**

This is a middle-level position in this cadre in the University, and appointment is either on permanent and pensionable terms or on a two (2) year renewable performance-based contract depending on age, citizenship and any other reason. Exercise

**Academic Qualification**

Applicants MUST have a Bachelor’s degree in Hotel Management/ Home Economics /Food and Beverage production or equivalent qualification from a recognised institution.

**Experience**

Applicants must have a minimum of six (6) years working experience three (3) of which should be at the position of Assistant Catering Officer (Grade D) or its equivalent in a large and busy organisation with proven integrity, independence, innovativeness and compliance to deadlines.

**Responsibilities**

The successful candidate will be In-Charge of the University Resource Centre and Guest House and his/her duties and responsibilities will include but not be limited to

- Managing employees and all activities of the Resource Centre for efficiency in service delivery and ensure accountability of time allocated for work.
- Ensure profit realization from the section
- Developing relevant policies and guidelines for the Section.
- Representing the section matters in various meetings and committees
- Booking guests, ordering for supplies, collecting revenue
- Maintenance of stores and equipment.
- Planning of meals by drafting of menus, estimating food quantities and costs
- Marketing by letting potential customers know of the facility
- Checking and updating inventory for the section.
- Inspection of the daily occurrences books.
- Respond to email enquiries and managing reservations, bookings and billings
- Following up on payment from customers
- Managing food production and service through supervision of the junior staff to ensure quality food production and service.
- Attending to customers questions, complaints and comments
- Preparing the Departmental procurement and budget plan to ensure goods are procured timely and in the right qualities and quantities.
• Forecast food availability by assessing market trends to advice on menus and purchase of food stuff.
• Preparing and submitting monthly reports for the section.
• Perform any other duties assigned by immediate supervisor.

**Skills and Competencies**

The candidate should have the following skills and competencies:

• Leadership skills
• Good Communication skills
• Problem solving and Conflict management skills
• Supervisory skills
• Ability to work under pressure
• Computer literacy

**In addition, the applicants should show:**

Active involvement in International/Continental/Regional /National/ Local/Community activities

**TERMS OF SERVICE**

Benefits for the above position include a competitive basic salary, house allowance, medical cover for staff and dependants, life Insurance, opportunities for further development and training and other regular allowances.

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

The deadline for submitting applications is Monday 11th February 2019. Applications received later than this date will **not be** considered

**Please Note:** 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).**