



KENYA METHODIST UNIVERSITY

VACANCIES

REGISTRAR, ADMINISTRATION, PLANNING AND DEVELOPMENT, JOB GROUP MU15, REF: KeMU/ADM/RAPD/1/07/2026

Kenya Methodist University (KeMU), a Christian Chartered Private University sponsored by the Methodist Church in Kenya, invites applications from suitably qualified, experienced persons to be considered for appointment to the following position: -

REGISTRAR, ADMINISTRATION, PLANNING AND DEVELOPMENT, ONE (1) POST

Reporting to the Deputy Vice Chancellor (APF), the Registrar, Administration, Planning and development shall have the following duties and responsibilities: -

1. Undertake administrative, planning and development duties.
2. Develop policies for records, archiving, asset acquisition and disposal, housing accommodation, transport, maintenance and operations.
3. Coordinate formulation of the university's strategic plan, annual performance contract, and appraisal system.
4. Coordinate the provision of health care services.
5. Coordinate repairs, maintenance, cleaning, landscaping and construction activities
6. Coordinate University's fleet management and maintenance.
7. Coordinate departmental budgeting, procurement plans and meetings to support efficient service delivery.
8. Be the Secretary to the Management Board of the University.
9. Perform any other duties as may be assigned by other superior officers.

Minimum Requirements

1. Have an earned doctoral degree from a recognized university.
2. Worked for at least five (5) years in a university or a large institution in the Public Sector.
3. Served as a Deputy Registrar Administration or in a comparable and relevant position.
4. Thorough knowledge of the University Act, policies and regulations related to planning, and administrative matters of the University.
5. Demonstrated evidence of academic and research publications.
6. High standards of integrity, professionalism, and ethical leadership consistent with Christian values.
7. Been familiar with the formulation and provision of guidelines on planning, management of university services and academic programmes.
8. Evidence of knowledge on how the administrative functions of a university work.
9. Been able to supervise staff and oversee the provision of administrative services.
10. Registered with recognized professional body (where applicable).

Terms and Conditions of Employment

The appointment will be on a three (3) years contract.

How to apply:

Interested applicants should send **three (3) hard copies** and submit a **soft copy** of their application, detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport and any other relevant testimonials to the following: -

1. Three (3) hard copies addressed to: -

The Vice Chancellor
Kenya Methodist University
P. O. Box 267 – 60200
MERU, KENYA

AND

2. An electronic copy in PDF format to the Vice Chancellor through the email address applicationsjuly2026@kemu.ac.ke.

OR

3. Submit the application through the university's e-recruitment portal;
<https://recruitment.kemu.ac.ke/>

To be received on or before **21st August, 2026**. Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to bring the following:

- i. Tax Compliance Certificate from Kenya Revenue Authority.
- ii. Higher Education Loans Board.
- iii. Ethics and Anti-Corruption Commission.
- iv. Credit Reference Bureau.
- v. Certificate of Good Conduct from Criminal Investigation Department.
- vi. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

The position above requires an individual who is committed to Christian values and of high ethical standards, integrity and professionalism.

KeMU is an Equal Opportunity Employer.