KENYA METHODIST UNIVERSITY

INTERNAL JOB ADVERTISEMENT

Kenya Methodist University (KeMU) seeks to appoint internal innovative individuals with high standards of personal and professional integrity for the following positions.

ADMINISTRATIVE POSITION				
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S.N	Ref	Department/directorate	Designation	GRADE
1	KeMU/ADM/AO/1/12/2024	Registrar academic office	Administrative Officer-Records	MU 11
2	KeMU/ADM/SAA/2/12/2024	Administration	Senior Administrative Assistant-Administrative Registry	MU 8
3	KeMU/ADM/MA/3/12/2024	Communication & Marketing	Marketing Assistant	MU 8
4	KeMU/ADM/ICTT/4/12/2024	Information Technology & Communication	ICT Technician	MU 9

1. **2.ADMINISTRATIVE OFFICER-RECORDS KeMU/ADM/AO/1/12/2024 GRADE MU 11 (1) POSITION MAIN CAMPUS**

Reports to the Section Head.

Job Description

The Administrative Officer- Records will be expected to: -

Acting as an institution memory (records keeper) for students and courses on behalf of the University.

i. Provide safe and secure storage of student's records through an elaborate filing system, cabinets to preserve student's data.

ii. Facilitate students' admission into the university through registering them in the ERP every beginning of each first year of study to ensure that the student's only bona fide ones are in the database.

iii. Perform regular update of Enterprise Resource Planning (ERP) by occasional checks in the student's card, students' statistics and semester registration to ensure accuracy of students' information.

iv. Organizing and administering the records, registration and clearances, including final transcripts evaluations and Academic awards. vi. Participating in collecting, recording, analyzing and reporting of student statistics to the Ministry, regulators and other stakeholders.

v. Initiating appraisal, archival and disposal of records

vi. Provide necessary data for preparation of students reports to facilitate decision making in management

vii. Ensure internal communication by writing letters, emails, telephone calls and face to face, to ensure prompt and timely feedback.

viii. Ensure graduation clearance process is undertaken and all records filed into respective students' files.

ix. Ensure proper filing and file circulation to various action officers for prompt feedback

x. Ensure proper maintenance of records.

xi. Any other duties as assigned by immediate supervisor.

Minimum Requirements

i. A Master's degree in Information Science/ Records and Archives Management or equivalent from a recognized University with not less than 6 years' work experience in a similar administrative position.

ii. Adequate working experience in managing Students records

iii. Hands-on skills in using ERP

iv. Adequate knowledge in data mining and Analysis

v. Proficiency in ICT skills

vi. Good communication and interpersonal skills

vii. Attention to details, high level of integrity and confidentiality

2. **SENIOR ADMINISTRATIVE ASSISTANT - ADMINISTRATIVE REGISTRY KeMU/ADM/SAA/2/12/2024 GRADE 8 - ONE (1) POSITION**

I. Setting up and maintaining the office filing system in accordance with the

KeMU Filing System

II. Opening of new subject files as required and disposal of old files in accordance with the established retention schedule.

III. Maintenance of archives, making sure files are properly stored and accessible, and safe keeping of documents

IV. Provision of photocopies of material from the confidential registry files, as requested by staff. Assistance in the collection of reference and background material from registry files.

V. Establishment and maintenance of records system of file movements within the office; maintenance of the office circulation and reading files.

VI. Preparation of correspondence and reports related to registry activities.

VII. Participation in the creation and maintenance of an electronic registry/archive system in close cooperation with the ICT staff.

VIII. Receipt, registration, coding and forwarding of incoming mails, letters and other correspondence to proper department/unit/officer.

IX. Registration and dispatch of outgoing communications, including pouch, and follow-up distribution.

X. Any other related duties assigned from time to time by your supervisor

Minimum Requirements

I. A Diploma in Information Science/ Records and Archives Management or equivalent from a recognized University with not less than 1 years' work experience in a similar administrative position.

II. Evidence of proficiency in the use of information management systems.

III. Ability to review data, identify and adjust discrepancies

IV. Adequate knowledge in data mining and Analysis

V. Proficiency in ICT skills

VI. Good communication and interpersonal skills

VII. Attention to details, high level of integrity and confidentiality

3. MARKETING ASSISTANT KeMU/ADM/MA/3/12/2024 GRADE MU 8 (2) POSITIONS (Nairobi & Main Campus)

Responsible for supporting the Marketing and Communications Department in promoting the university's academic programs, events, and initiatives to enhance its visibility, brand, and reputation. This includes assisting in the creation and execution of marketing campaigns, managing social media accounts, and supporting the development of marketing materials.

I. **Campaign Support:**
   o Assist in the planning, execution, and tracking of marketing campaigns to promote university programs and events.
   o Coordinate the development of digital and print marketing materials, including brochures, posters, and advertisements.
   o Monitor the success of marketing campaigns and report on results.

II. **Digital Marketing:**
   o Support the management of the university's social media platforms, including Facebook, Twitter, LinkedIn, and Instagram.
   o Schedule and post content on social media, ensuring consistency and engagement with the target audience.
   o Help in creating and optimizing content for digital channels, such as blogs, newsletters, and the university website.
   o Assist with search engine optimization (SEO) to improve the university's online presence.

III. **Market Research and Analysis:**
   o Conduct market research to understand current trends, competitors, and target audiences.
   o Assist in the analysis of marketing data to evaluate campaign effectiveness and customer engagement.
   o Provide insights and suggestions for improving marketing strategies based on research findings.

IV. **Event Support:**
   o Assist in organizing and promoting university events, including open days, student orientations, and alumni activities.
   o Help with logistics, such as coordinating venues, preparing materials, and ensuring the event runs smoothly.

V. **Brand Management:**
   o Ensure that marketing materials and communications are consistent with the university's brand and messaging.
   o Assist in the development and maintenance of brand guidelines.

VI. **Administrative Support:**
   o Provide administrative support to the marketing team, including managing schedules, preparing reports, and maintaining marketing databases.
   o Coordinate meetings and assist with general office duties.

Minimum Requirements

I. **Education:**

   o A Bachelor's degree in Marketing, Communications, Business Administration, or a related field.
   o Additional certification in Digital Marketing or Social Media Management is an advantage.

II. **Experience:**

   o At least 1-2 years of experience in a marketing or communication role, preferably in an educational institution or similar setting.
   o Experience with social media management and digital marketing tools is essential.

III. **Skills and Competencies:**

   o Strong written and verbal communication skills.

- o Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- o Knowledge of digital marketing tools (e.g., Google Analytics)
- o Excellent organizational and time management skills.
- o Ability to work both independently and as part of a team.

4. ICT TECHNICIAN KeMU/ADM/ICTT/4/12/2024 GRADE MU 9 (2) POSITION IN NAIROBI CAMPUS

Reporting to the Head of ICT, the following are the duties and responsibilities for ICT Officer:

i. User support
ii. Planning/testing new systems changes and ensuring training of users
iii. Configuring new workstations and network points in liaison with network administrator on network issues, such as IP addressing, DHCP, routing table information, network printers' email and internet.
iv. Installing applications and keeping track of usage for all computers.
v. Performing all software and hardware upgrades.
vi. Inventory management and tracking.
vii. Maintaining of PCs, operating systems, networking and applications, whether in-house or shrink-wrapped.
viii. Assisting in training and development of the ICT Training and Certification Center in liaison with ICT management.
ix. Supporting Network engineer for services in the server room on Linux server, Windows servers, DNS, Mail server, Internet and Backups.
x. Apply OS patches and upgrades on a regular basis and upgrade administrative tools and utilities. Configure / add new services as necessary.
xi. Upgrade and configure system software that supports infrastructure applications or in-house applications per project or operational needs.
xii. Troubleshooting network problems in liaison with network engineer.
xiii. Design and execute Preventive Maintenance procedures/tasks.
xiv. Assisting in reviewing and analyzing KEMU website and giving feedback to ICT management.
xv. Providing support for access control.
xvi. Performing any other duties in line with job description

Minimum Requirements

I. A diploma in ICT, BIS, IT or any other related equivalent qualifications from a recognized institution with at least ONE (1) years' working experience with a focus on **user support, problem-solving, and system troubleshooting.**
II. Certification in **CompTIA A++** (Hardware and Software Maintenance).
III. Certification or training in **Introduction to Networking** (e.g., CompTIA Network+ or equivalent).
IV. Certification in: **Python Programming**

V.   Certification in **Linux Administration**
VI.   **Oracle Certified Professional: Java SE 17 Developer**. or Microsoft SQL
VII.   Certification in **Web Development** or **at least 2 years of hands-on experience in web development.**
VIII.   Excellent written and verbal communication skill
IX.   Proficient in database programming, web design and software installation

How to Apply

Interested candidates should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and any other relevant testimonials.

1.   An electronic copy in PDF format to the Vice Chancellor through email address application.December24@kemu.ac.ke

2.   Three hard copies marked as per the position should be sent to:

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

To be received on or before **10th January 2025**. Only shortlisted candidates will be contacted.

This position requires an individual who are of high ethical standards, integrity, and professionalism.

KeMU is an Equal Opportunity Employer.