

**KIRINYAGA UNIVERSITY**  
**INTERNAL ADVERTISEMENT**

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**16<sup>th</sup> May, 2019**

**VACANCY**

The University invites suitably qualified, competent and self-driven internal candidates for the following position;

**SENIOR ADMINISTRATIVE ASSISTANT(EXAMINATIONS) GRADE 11 KyU/INT/NT/060/2019**

**Applicants should:**

- Be holders of a Masters' degree in Social Sciences or related field from a recognized university.
- Have not less than five (5) years administrative experience in a university.
- Have thorough knowledge of the ERP System.
- Demonstrate competence in data analysis.
- Should have ability to lead, guide, co-ordinate and facilitate university examination processes.
- Should have strong interpersonal skills and ability to effectively communicate.
- Demonstrate competence in ICT.

Members of Staff who meet the above qualifications are advised to apply for consideration for appointment.

**Mode of application**

Applicants must submit three (3) copies of applications giving details of the educational and professional qualifications, age, detailed work experience, present post and salary, applicant's telephone number and e-mail address. Enclose certified copies of certificates and testimonials giving names and addresses of three (3) referees who are knowledgeable about the applicant's competence and areas of specialization, accompanied by a detailed curriculum vitae and a copy of most recent letter of appointment.

Interested applicants should send the applications to the undersigned, quoting the reference number for the job applied for so as to be received on or before **29<sup>th</sup> May, 2019**.

**THE VICE CHANCELLOR**  
**KIRINYAGA UNIVERSITY**  
**P.O. BOX 143-10300**  
**KERUGOYA**