

Administrative Assistant – 1 Position at Mount Kenya University

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Job Description

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Mount Kenya University (MKU) is a fully fledged chartered university committed to a broad-based, wholistic and inclusive system of education. It has an overall goal of promoting human resource development for society's progressive good. The university has adopted several international best practices in its core functions, which has enabled its students and faculty win awards, thus stamping its authority as a centre of excellence.

Job Summary

Mount Kenya University (MKU) is a chartered and ISO : certified University committed to a broad-based, holistic and inclusive system of education. The University is a member of the Inter-University Council of East Africa as well as the Association of Commonwealth Universities. MKU is largely known for its dynamic, comprehensive and thorough academic and vocational training system as well as linkages with internationally reputable institutions. The University operates from the main campus in Thika with campuses in Nairobi, Mombasa, Nakuru, Eldoret and Meru, as well as Open Distance and Electronic Learning (ODEL) centres located in major towns in Kenya, Burundi, Somaliland and Uganda.

In pursuit of fulfilling the Mission and Vision of the University, the Directorate of Human Resource is mandated to facilitate and support the Mission operations of the University by enabling it to continue attracting, developing and retaining the right number of suitably qualified staff so as to maintain the University competitive edge. MKU invites applications from suitably qualified, visionary, competent, dynamic and experienced professionals with

impeccable track record to fill the position of **Administrative Assistant**.

Qualification

Bachelor's degree in relevant area of specialization

Must have Secretarial skills

OR

Higher National Diploma in relevant area of specialization

3 years' experience in a similar position in a recognized institution.

Must have Secretarial skills

Key responsibilities

Assist in the implementation of administrative functions of the department.

Take minutes in various university committees.

Any other duties assigned by immediate supervisor

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