

Registrar (Administration) – Grade XV at Masinde Muliro University of Science & Technology (MMUST)

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Job Description

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MMUST holds the view that science and technology is an indispensable tool in harnessing resources of nature for sustainable development and creating an environment in which human beings can survive and realize their potential. Thus, the human person has the moral obligation to creatively improve the environment. This can be achieved through a well-conceptualized educational, scientific and technological package through which every human being must rightfully experience and acquire the tools to facilitate this mission.

REF: AD/03/07/23

Job Purpose

Reporting to the Deputy Vice Chancellor in charge of Administration and Finance, the Registrar (Administration) shall be responsible for providing guidance on human resource policies and services as well as facilities management that uphold the University's vision and mission for the realization of a qualified, productive and superior workforce and a high performance organizational culture.

Responsibilities

The Registrar (Administration) responsibilities shall include:-

Coordinating the development of human resource management policies relating to staff planning, recruitment and management as well as staff retention and development;

Advising the Deputy Vice Chancellor in charge of Administration and Finance in regards to

human resource planning, recruitment and retention;

Coordinating staff training and development;

Managing staff welfare within the University;

Formulating and implementing Departmental strategic plan;

Ensuring effective administration systems are in place in conformity with University policies and procedures;

Developing and controlling Departmental budget for proper utilization of resources;

Managing and maintaining of staff personnel records and University wide records and documents;

Developing a competitive reward and remuneration system for staff;

Fostering good employee relations, career development and staff welfare;

Coordinating staff appraisal in the University;

Coordinating and ensuring that all relevant insurance covers against risks facing the University are in place and current;

Conducting staff appraisal within the department;

Ensuring implementation of Terms and Conditions of service for University staff;

Coordinating administrative functions in the University; Serving as Secretary to the University Management Board and all committees of the University Management Board;

Overseeing operations in the Transport department;

Overseeing University facilities and utilities management; and

Any other duties as assigned from time to time by the Vice Chancellor and Deputy Vice Chancellor (Finance and Administration)

Job Specification

Minimum Requirements:-

Ph.D in Human Resource Management or Business Management with at least 12 years working experience, three of which as Deputy Registrar (Administration) Grade 14 or Senior Management position in an accredited university or its equivalent ;

Certified Human Resource Professional (CHRP) or Certified Public Secretary (CPS -K) or equivalent;

Member of the Institute of Human Resource Management or Institute of Certified Public Secretaries of Kenya in good standing;

Valid practicing license; and

Proficiency in relevant Human Resource Information Systems computer applications.

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