

Senior Assistant Registrar /Deputy Registrar at Taita Taveta University (TTU)

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Job Description

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Taita Taveta University (TTU) is a young dynamic fully fledged newly chartered public University in Kenya. It is strategically located near Voi Town, about 8 kilometers off the Mombasa-Nairobi highway in Taita Taveta County. It is an Academic Centre of Excellence with a special focus on Mining and Mineral Processing Engineering.

REF NO: TTU/ADM/SAR/DR/04/

REQUIREMENTS

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Must possess a PhD in Management related field;

Must have at least nine years relevant cumulative work experience, three of which must have been served substantively with demonstrable results in the position of a Senior Assistant Registrar Grade 13 or at a comparable level of Senior Management position in an accredited University or comparable institution;

Must possess relevant professional qualification and be in good standing. Those with Certified Secretary [CS] or Certified Human Resource Professional [CHRP]) shall have added advantage;

Must have knowledge and demonstrable experience in data and records management and preferably personnel records management;

Must have demonstrable knowledgeable and competence in management information and

communication technologies;

Must have attended a leadership course from a reputable organization in the last eight years;
and

Must comply with the requirements of Chapter Six of the Constitution of Kenya, on leadership and integrity.

OR

Must possess a Master's degree in Public Administration, Business Administration, Human Resource Management or any other relevant area;

Must have at least ten years relevant cumulative work experience, three of which must have been served substantively with demonstrable results in the position of a Senior Assistant Registrar Grade 13 or at a comparable level of Senior Management position in an accredited University or comparable institution;

Must possess relevant professional qualification and be in good standing. Those with Certified Secretary [CS] or Certified Human Resource Professional [CHRP]) shall have added advantage;

Must have knowledge and demonstrable experience in data and records management and preferably personnel records management;

Must have demonstrable knowledgeable and competence in management information and communication technologies;

Must have attended a leadership course from a reputable organization in the last eight years;
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Must comply with the requirements of Chapter Six of the Constitution of Kenya, on leadership and integrity

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