



KENYATTA UNIVERSITY

OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION)

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INTERNAL MEMO

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INTERNAL ADVERTISEMENT

POSITIONS OF REGISTRAR

Kenyatta University Council wishes to invite applications from eminent individuals who are suitably qualified and experienced with outstanding academic credentials and relevant administrative experience for the following positions;

1. REGISTRAR – ACADEMIC

Key Qualifications & Experience:

- Be a holder of an earned Ph.D. degree or equivalent from a reputable University.
- Must have served at least as a chair of an Academic Department.
- Must be at least a Senior Lecturer or equivalent.
- Applicants should have at least five (5) years proven administrative work experience at a senior level, in a reputable institution of higher learning.
- Have a good internationally recognized scholarly record.
- Have knowledge and skills in planning, developing and implementing strategic plans.
- Have a thorough knowledge of the Education system in Kenya and an in depth understanding of University Education.

Duties and Responsibilities:

While reporting to Deputy Vice Chancellor (Academics);

- Be secretary to senate and senate committees.
- Assist Deputy Vice Chancellor (Academics) in management of academic programmes in the University.
- Ensure the integrity, accuracy and security of academic records,
- Take a leading role in functions relating to student registration and graduation, examination administration and processing, and issuance of academic transcripts and certificates.
- Perform any other duties as delegated and assigned from time to time.