



MASENO UNIVERSITY
OFFICE OF THE DEPUTY VICE-CHANCELLOR
(ADMINISTRATION, FINANCE AND DEVELOPMENT)

DECLARATION OF VACANCY

In pursuit of its mission and mandate, the University wishes to invite applications from suitable qualified candidates to fill the positions indicated below:

INTERNAL ADVERTISEMENT
NON-TEACHING POSITION

OFFICE OF THE REGISTRAR ADMINISTRATION AND CENTRAL SERVICES

Senior Administrative Assistant II – Grade Ten (10) One (1) Position
MSU/ADM/RACS/01/25

REQUIREMENTS FOR APPOINTMENT

Senior Administrative Assistant II – Grade Ten (10) One (1) Position
MSU/ADM/RACS/01/25

Reports to: Registrar, Administration and Central Services

Requirements for Appointment:

- Bachelor's Degree in Education, Business Studies, Social Sciences or equivalent from a recognized institution;
- At least Ten (10) years cumulative work experience in a University setting, Five (5) of which must have served as an Senior Administrative Assistant Grade Nine (9); and
- Proficiency in relevant computer applications.

Duties and Responsibilities:

- Provide secretariat to the University Management Board/Divisional meetings;
- Participate in development of departmental procedures and objectives to support the realization of the University Mandate;
- Participate in development of departmental procurement plan to ensure operational efficiency;
- Participate in formulation of policies and strategies to achieve the objective of the University;
- Collect, collate, analyze data and prepare reports for decision making;
- Implement and maintain Quality Management System (QMS) for efficiency and effectiveness in line with ISO 9001:2015;

- Interpret and implement policies and strategies at the departmental level to ensure quality assurance;
- Coordinate Website activities in the department and at the Divisional level;
- Prepare documents for staff appraisal and performance management at the department;
- Prepare memos, correspondence briefs and reports in consultation with the Head of Department;
- Provide customer care support through timely response of queries to ensure customer satisfaction;
- Develop, maintain and update documents and records under the Office of the Registrar, Administration and Central Services;
- Assist in supervision of cleanliness of the University premises and grounds; and
- Perform any other duties as may be assigned from time to time.

TERMS OF SERVICE

The Terms of service for this position will be on Permanent and Pensionable Terms.

MODE OF APPLICATION

Applications received later than the deadline will not be considered. Only shortlisted candidates will be contacted and canvassing will lead to automatic disqualification. The University does not charge any fee for the recruitment and selection process. Qualified Candidates should submit Ten (10) hard copies of the application clearly indicating the reference number of the position applied.

NB: All interested candidates should ensure submission of a comprehensive confidential performance report from their respective Head of Department addressed to the Directorate of Human Resources.

Applications must be submitted on or before **3rd December, 2025** addressed to:

**The Deputy Vice-Chancellor
Administration, Finance and Development
Maseno University
P. O. Box 333 - 40105
MASENO**