



UNIVERSITY OF EMBU

P.O. BOX 6-60100, EMBU, KENYA

Website: www.embuni.ac.ke

INTERNAL ADVERT

The University of Embu is seeking to recruit a suitably qualified and experienced person to fill the following vacant position.

ADMINISTRATIVE ASSISTANT / PERSONAL ASSISTANT - VICE-CHANCELLOR'S OFFICE - UOEM/AA/02/2023

Job Qualifications and Experience

- 1) Minimum KCSE Mean Grade - C+ (plus) and a Bachelor's Degree in any field from a recognized university.
- 2) Be Computer literate with excellent IT skills, including a working knowledge of presentation software packages.
- 3) Ability to deal with sensitive information with utmost confidentiality.
- 4) Excellent interpersonal, communication and language skills (written and oral).
- 5) Pro-active, versatile and highly organized with ability to plan own work and work independently with minimal supervision and as part of a team.
- 6) Excellent problem-solving skills, attention to detail and high level of accuracy.
- 7) Willingness to go the extra mile.

Those with additional qualifications in management-related areas will have an added advantage.

Job Description

The position holder will be expected to provide high level, confidential and professional support to the Vice-Chancellor specifically by;

- 1) Maintaining a daily, up-to-date schedule of Vice-Chancellor's commitments by regularly updating the Vice-Chancellor's diary in consultation with the Vice-Chancellor and relevant offices/persons in the University.
- 2) Scheduling and managing appointments and meetings in consultation with the Vice-Chancellor
- 3) Preparing briefs, reports, presentations and other necessary information for meeting attendance reports.
- 4) Drafting and proofreading office correspondence and other required documentation as advised from time to time.
- 5) Conducting background information/sourcing for information for the Vice-Chancellor's projects or specific assignments.
- 6) Informing the Vice-Chancellor of impending internal and external work deadlines
- 7) Providing secretariat and logistical support for select University meetings and University committees from time to time as required.
- 8) Preparing comprehensive information folders containing relevant documents, speeches and presentations for each meeting the Vice-Chancellor is expected to attend.
- 9) Making comprehensive logistical arrangements for the Vice-Chancellor's travel.
- 10) Monitoring, reading and maintaining up to date responses to designated official emails in the Vice-Chancellor's Office.
- 11) Processing facilitation and logistical arrangements for staff appointed by the Vice-Chancellor to represent the University in various functions, as applicable.
- 12) Perform any other duties as may be assigned from time to time.



How to apply:

1. Visit the University of Embu website; www.embuni.ac.ke, select the *Job Application Portal* and fill in your details as guided; and
2. Submit one (1) **hard copy** application package (**with job reference number clearly marked on the envelope**) with the following:
 - i. Application letter
 - ii. Detailed curriculum vitae signed on all pages.
 - iii. Copies of **certified** academic and professional certificates
 - iv. Other relevant testimonials

Note: Applicants who do not submit one (1) hard copy of the application package will not be considered.

The Application Package (hard and soft copy) should reach the undersigned not later than **5.00 pm** on **Friday, 8th March, 2023**.

The Vice-Chancellor,
University of Embu,
P.O. Box 6-60100, Embu,
Kenya.

University of Embu is an equal opportunity employer

