

LAIKIPIA

P.O. Box 1100-20300,
NYAHURURU,
KENYA



UNIVERSITY

TEL: +254-(0) 20 2331509;
Cell: +254 713552761
vc@laikipia.ac.ke; www.laikipia.ac.ke

OFFICE OF THE VICE CHANCELLOR

Ref: LU/VC/117/VOL.I/24

July 7, 2020

To: All Staff

RE: **INTERNAL ADVERTISEMENT**

Applications are invited from serving members of staff for the following position in the Academic Division:

DEPUTY REGISTRAR (ACADEMIC AFFAIRS) - GRADE 14 (1 POST)

Reports to: Registrar (Academic Affairs)

Duties and responsibilities

1. Deputise the Registrar.
2. Responsible for staff matters in the department.
3. Responsible for budget plan for the department.
4. Responsible for implementation of university policies and procedures in the division.
5. Ensure effective and efficient management of various functions of the department.
6. Any other duties assigned by immediate supervisor.

Academic / Professional Requirements

1. Master's Degree in either public administration or business administration(MBA), Masters in human resources management or other equivalent qualification from recognized institution
2. Bachelor's degree from recognized institution
3. Computer literacy
4. Exemplary work performance

Experience

3 Years experience as a Senior Assistant Registrar Grade 13.

How to apply

Three (3) copies of the application accompanied by detailed curriculum vitae (detailing academic qualifications, professional experience and membership to professional associations) and copies of certificates should be sent through the supervisor to the under-signed to be received on or before **Friday, July 24, 2020 at 17.00 hrs.**

The Vice Chancellor,
P.O. Box 1100-20300,
NYAHURURU

Vision : A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified

