

Date: Monday, December 07, 2009

VACANCY

The following job opportunity has arisen within the Office of the Registrar and requires to be filled:

POSITION: COLLEGE REGISTRAR

1. The College Registrar is accountable for the accuracy, reliability, timeliness, retrieval, reporting and security of information about the College's students through effective performance in these essential functional areas:
 - Student registration
 - Comprehensive student records
 - Interpretation, programming and implementation of academic policy
 - Reporting of student information
 - Budget management
2. Provides required leadership regarding the overall vision and mission of the Registrar's office
3. Provides input to policy and procedural deliberations and acts decisively to ensure that Government, College (Institutes and Schools) policies related to students' admission, academic progress and student records are fairly and appropriately reflected in administrative systems and procedures at the College level.

Qualifications Required

- A PhD or relevant Masters Degree.
- A minimum of three years of related experience which includes two years of experience in higher education administration and planning.
- Broad understanding of higher learning institutions, work-based practices and procedures.

Skills and Competencies Needed

- Excellent written and verbal communication skills
- Good understanding of statistics including data base and computer programs
- An active team leader who is diligent, prudent and honest
- Strong ethical and professional standards and commitment to the Catholic ethos
- Ability to work under pressure

- Management of diverse groups of staff, students and external stakeholders.
- Ability to analyze complex problems and to advise on appropriate solutions
- Ability to implement procedural change and contribute towards significant policy development

If you feel you possess the above specifications, please forward your application that should contain the following:

Cover letter: Should include complete name, mailing and e-mail address, and explanation of why you are applying for the job.

Personal Statement: Describe who you are, and your life experiences that makes you suited to this job (maximum 3 pages).

Curriculum Vitae: Should be relevant to the application.

Certificates, academic transcripts and testimonials: Should be certified by relevant authorities.

Send your complete application to:

**The Human Resources Officer,
Tangaza College
P.O Box 15055-00509
Nairobi.**

Your application should reach Human Resources Office by **Friday 11th December 2009**. Only short listed candidates will be notified.

CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION

Mercy Kibe
Human Resources Officer.