

19<sup>th</sup> November 2009

## **VACANCY**

Greetings to all,

The following vacancy has arisen within the **De-Paul SNL BA Programme** and requires to be filled. The following is the general summary, job description and specification.

### **POSITION: ASSISTANT KENYA CO-ORDINATOR**

#### ***General Summary***

The Assistant Kenya Co-ordinator is a part-time/full-time employee of Tangaza College selected by the Kenya Co-ordinator of the SNL B.A. program and approved by the Tangaza College Administration. The Assistant Kenya Co-ordinator assists the Kenya Co-ordinator in leading and managing the B.A. program in accordance with the Memorandum of Understanding, and any other agreements, between Tangaza College and DePaul University for this program.

#### **Principal Duties**

##### **1. Administration and Program Development**

- Assists the Kenya Co-ordinator in collaborating with the administration of Tangaza College to ensure the effective functioning and administration of the B.A. program.
- Assists the Kenya Co-ordinator in providing information to potential students and in managing the application and admission processes of new students
- Represents the B.A. program on the Tangaza College Academic Board and other bodies and committees as necessary

##### **2. Program Development**

- Assists the Chicago Director and the Kenya Co-ordinator in the selection of faculty for the program
- Assists in the recruitment and selection of Professional Advisors for the program in cooperation with the Kenya Co-ordinator and the Chicago Director
- Assists the Chicago Director, the Kenya Co-ordinator and DePaul faculty from Chicago in the initial induction of Professional Advisors for the program
- Assists the Chicago Director, the Kenya co-ordinator and DePaul faculty from Chicago in on-going professional development of Professional Advisors
- Assists the Kenya co-ordinator with the organization and development of the diploma programme in Leadership and Management.

##### **3. Student Learning**

- Develops and manages relationships with community-based service learning partners
- Facilitates the “Externship” programme

#### **Specific responsibilities**

1. Review student applications for admission and make recommendations to Kenya co-ordinator. Consolidate relationship with other approved institutions.
2. Mentor Students from the approved institutions who have chosen the DePaul Degree pathway.
3. Act as secretary to the Scholarship Committee.
4. Mentor students for their Advanced Project.
5. Review marketing strategies of the programme and implement new ones where applicable.
6. Attend classes on Foundations of Adult Learning in the First Quarter.
7. Assist students in their use of the Computer Lab and IT skills.
8. Help faculty with students who are a source of concern academically.

9. Be available to the students to give individual academic support.
10. Attend all faculty meetings.
11. Attend and organize Professional Developments sessions facilitated by DePaul Resident Faculty.
12. Prepare first draft of annual budget.

### Job requirement and specifications

- Master's degree in a field relevant to the position (preferably an MBA)
- Experience in teaching adult learners
- Familiarity with an Institute of Higher Learning
- Ability to model effective and appropriate leadership and management skills for students preparing for ministry in Africa
- Familiarity with Catholic religious life and ministry
- Effective skills for collaborating in a multi-cultural context
- Effective problem solving and critical thinking skills
- Effective communication skills (oral and written) and interpersonal skills
- Articulate and professional in demeanor
- Ability to set priorities, plan effectively, and make sound decisions
- Keen attention to detail and commitment to ongoing quality improvement and professional development
- Flexibility and adaptability
- Ability to travel at least 10% of the time

### Other

- Possession of a valid passport

If you feel you possess the above qualities, please forward your **Application Letter** and **Curriculum Vitae** indicating your daytime contacts to:

**The Human Resources Officer,  
Tangaza College  
P.O. Box 15055-00509  
Nairobi.  
E-mail to [hr@tangaza.org](mailto:hr@tangaza.org)**

Or visit our website and apply online at [www.tangaza.org](http://www.tangaza.org)

Only short listed candidates will be notified.

Closing date for applications is **Friday 4<sup>th</sup> December 2009**

Mercy Kibe  
**Human Resources Officer.**

**Religious women are encouraged to apply, though other qualified candidates are also welcome to apply.**

**CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION**