

Date: *Friday, July 10, 2009*

VACANCY

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

POSITION: DEPUTY REGISTRAR

The person undertaking this role is expected to discharge the following primary duties and responsibilities:

1. Assist in administrative support required for the academic activities of the College.
2. Maintain comprehensive students' academic records and information
3. Follow up students missing academic records from other Institutions where necessary and ensure that student files are as complete as possible
4. Distribute statistics data entry forms to various institutes and ensuring they are returned to the Office by the required deadlines
5. Prepare College analytical and statistical data on enrollment and academic performance per semester
6. Ensure data/grade entry, including recording and archiving students' demographic
7. Prepare students' and faculty's College Identification Cards, and replacing them where they have been lost, damaged or expired
8. Assist in preparation and updating of Tangaza College prospectus
9. Coordinate arrangements for College academic events and functions including invitations, bookings and sitting arrangements.
10. Assist in executing the policies, guidelines and rules governing the conduct of examinations
11. Ensuring that examination rooms are well-allocated and sitting arrangements and invigilation procedures meet the required standards

Qualifications Required

- A Masters Degree or post-graduate qualification in education.
- A minimum of two years experience in higher education teaching.
- Minimum of two years experience in higher education administration and planning.

- Broad understanding of higher learning institutions work-based practices and procedures.

Skills and Competencies Needed

- Team player
- Ability to plan and prioritize workload and meet deadlines
- IT literacy and familiarity with standard office applications
- Methodical approach to tasks with attention to detail
- Ability to communicate clearly both orally and in writing and through presentations for both internal and external audiences
- Ability to work independently and as part of a team
- Good interpersonal skills with the ability to deal effectively with people from a wide variety of backgrounds
- 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 lead to this job in no more than three 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.

Or drop your application into the Human Resources pigeon hole so as to reach, by close of business, Friday July 24. Only short listed candidates will be notified.

CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION

Mercy Kibe
Human Resources Officer.