



EXTERNAL ADVERTISEMENT

Alupe University is one of the new Universities in Kenya established vide the Alupe University Charter, 2022. The University aims to be a Bastion of Knowledge in Science, Education, Business Studies, Economics, Social Sciences, Human Resource Development, Tourism and Hospitality. Pursuant to Part III of the Alupe University Charter and Part XV of the Alupe University Statutes, the University invites applications from suitably qualified candidates to fill the following positions on permanent and pensionable basis.

ADMINISTRATION DEPARTMENT

1. **ADMINISTRATIVE ASSISTANT (Grade 6) - AD/05/03/2024**
- 1 POSITION

Duties and Responsibilities

An officer at this level will be responsible for;

1. Operating office equipment's and handling telephone calls.
2. Ensuring security, integrity and confidentiality of data.
3. Maintain an up-to-date filing system and monitoring procedures for records keeping.
4. Preparing responses to routine correspondences.
5. Managing office protocols and etiquette.
6. Guiding and supervising other office administrative personnel.
7. Organizing and taking minutes.
8. Any other duties that may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, one must have: -

- i. A Bachelor's degree in Commerce Human Resource Management option, or Bachelor's degree in Business Management Human Resource option.
- ii. At least one (1) year working experience in office administration.
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

OFFICE OF THE DEAN OF STUDENTS

2. ADMINISTRATIVE ASSISTANT (Grade 6)

- AD/06/03/2024

- 1 POSITION

Duties and Responsibilities

An officer at this level will be responsible for:

1. Responding to concerns relating to students.
2. Compiling and organize records for students.
3. Maintain confidential reports.
4. Taking minutes during meetings.
5. Tabulating and maintaining an accurate and up-to- date statistics of student's feedback.
6. Liaise with landlords to follow up on the welfare of the students.
7. Reporting of any incidence that may occur to the Senior Assistant Dean of Students.
8. Any other duties that may be assigned from time to time.

Requirements for Appointment

Applicants must have:

- (i) Bachelor of Arts in Economic and Sociology
- (ii) At least one (1) year experience in handling students' concerns in an institution.
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

Application Mode

Applicants are required to submit **Five (5) copies** of their application documents. Each application should be accompanied by a detailed Curriculum Vitae, copies of relevant Academic and Professional Certificates, copy of National Identity Card, and other relevant supporting documents. Each applicant for advertised posts must provide three (3) references one of which should be from the current or most recent employer.

Applications should be addressed to:

**The Vice Chancellor, Alupe University
P.O. Box 845 – 50400
Busia, Kenya**

OR

Dropped at Alupe University Human Resource Office on or before **Monday 25th March, 2024**, by **5.00 pm**.

An electronic copy in PDF format **MUST BE** send to the following address: recruitment@au.ac.ke

Alupe University is an equal opportunity employer committed to diversity, gender, and equality and therefore encourages qualified persons living with disabilities, women and those from marginalized areas to apply.

Only shortlisted candidates will be contacted and canvassing will result in automatic disqualification.

Advertisement date: 5th March, 2024