



EXCITING CAREER OPPORTUNITIES

The Management University of Africa (MUA) is a private University in Kenya with its main campus in Kisaju, Kajiado County and a campus in South C, Nairobi. We envision being a premier University providing Management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professionals to fill the following positions:-

1.0 TRAINING OFFICER

JOB PURPOSE

This position reports to the Head, Executive Capacity Development Programmes, and is responsible for developing new training programmes.

KEY DUTIES AND RESPONSIBILITIES

- To develop new training programmes
- To secure appointments for company presentations and marketing of ECDP courses.
- To make presentations on ECDP
- To assist in proposal writing.
- To follow up on trainings to secure participants.
- To carry out monitoring of trends in the industry
- To assist in carrying out training needs assessment for clients
- To attend to ECDP clients correspondences and verbal queries accurately and promptly
- To implement, maintain and update on departments performance
- To assist on sourcing for ECDP consultants and processing claims at the end of each assignment/training.
- To assist in preparation of yearly budget and procurement plan for the ECDP department.
- Any other duties assigned from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Degree in Social Sciences/Business related course
- Diploma in Human Resources Management
- Membership with IHRM or CHRP
- Computer applications:- MS Word, Microsoft Access (Database), MS Power point, MS Excel (Spreadsheet)

2.0 TRAINING CORDINATOR - RE-ADVERTISEMENT

JOB PURPOSE

The Training Coordinator will report to the Executive Capacity Development Programmes Manager and will be responsible for the day to day operations of the department.

KEY DUTIES AND RESPONSIBILITIES

- Securing appointments for company presentations and marketing of ECDP courses.
- Making presentations on ECDP courses on behalf/in the absence of the ECDP manager
- Assisting in proposal writing
- Following up on trainings to secure participants
- Carrying out media monitoring to identify opportunities for the department
- Ensuring that ECDP department is registered on a timely basis with NITA and other relevant institutions
- Processing prequalification documents in a timely manner.
- Attending to ECDP clients correspondences and verbal queries accurately and promptly
- Ensuring efficient flow of mail to and from the ECDP office.
- Maintaining a database and files for all ECDP clients and consultants.
- Implementing, maintaining and updating an office filing system that ensures easy retrieval and accessibility of documents
- Processing ECDP consultants claims at the end of each assignment/training.
- Assisting in preparation of yearly procurement plan for the ECDP department.
- Carrying out Departmental requisitions when there is need.
- Undertaking word processing duties as required by the Director-ECDP
- Performing any other duties assigned from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Must have a Bachelor Degree in Social Sciences/business related degree
- Must have Diploma in Human Resources Management

- Must a good command in Computer applications:- MS Word, Microsoft Access (Database), MS Power point, MS Excel (Spreadsheet)

3.0 DEVELOPMENT FUND OFFICER

JOB PURPOSE

To raise funds and resources for the University by engaging, cultivating and soliciting from potential donors to support the mission of University Development fund trust using various means including organizing fund raising activities events meant to raise funds for the University.

KEY DUTIES AND RESPONSIBILITIES

- Assist in the implementation of policies and procedures governing University resource mobilization.
- Assist in the Implementation of University resource mobilization strategies taking into account short and long term funding needs of the University,
- Initiate and participate in efforts to mobilize resources and build a sustainable funding base for the University.
- Support implementation of resource mobilization strategies by managing relationship with donors.
- Identifying and mapping potential donors and conducting periodic reviews of the donor portfolio.
- Steward assigned donors in alignment with the Development Funds stewardship policies and protocols.
- Educate graduating students about alumni benefits and engaging them in University programmes.
- Partner with admissions office in spear heading the introduction of alumni involvement in the admissions process; partner with the Dean of student's services to plan the growth and accessibility of career networking services for students and alumni.
- Oversee and balance the budget for alumni relations and help raise funds for selected special projects and events.
- Assist in organizing of fundraising events.
- Liaise with philanthropic organizations.
- Develop fundraising proposals.
- Office administration and report writing, and
- Manage a team of staff

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE REQUIRED

- A bachelors' degree or its academic equivalent in the relevant field,
- Experience in resource mobilization,

- Excellent communication and interpersonal skills,
- Ability to work collaboratively and courteously with colleagues throughout the University, alumni, other constituent's and the public,
- Demonstrate ability to strategies, implement and build programmes and activities that target fundraising,
- Demonstrate strong writing, planning and organizational skills,
- Flexibility and initiative as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals,
- Be of high ethical standards, integrity and professionalism, and
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.

4.0 ADMINISTRATIVE ASSISTANT - DEVELOPMENT FUND

JOB PURPOSE

This position reports to the Development Fund Officer.

KEY DUTIES AND RESPONSIBILITIES

- Assist the Development Fund officer in the implementation of policies and procedures governing University Resource Mobilization.
- Assist in the implementation of University Resource mobilization strategies taking into account short and long term funding needs of the University.
- Assist in initiating and participate in efforts to mobilize and build a sustainable funding base for the University.
- Support implementation of resource mobilization strategies by managing relationships with donors and other stakeholders.
- Identifying and mapping potential donors and conducting periodic reviews of donor portfolio.
- Steward assigned donors in alignment with Development Fund stewardship policies and protocols.
- In collaboration with the Dean of Student educate graduating students about Alumni benefits and engaging them in supporting Endowment Fund.
- Assist in partnering with Admissions office in spearheading the introduction of alumni involvement in the endowment Fund as well as partnering with the Dean of student's services to plan the growth and accessibility of career networking services for students and alumni.
- Assist in organizing fundraising events.
- Office Administration and filling.
- Liaise with Philanthropic organisations to support needy students.
- Assist in developing fundraising proposals.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE REQUIRED

- A Bachelor's degree in Social Sciences
- Excellent Communication and interpersonal skills
- Ability to work collaboratively and courteously with colleagues throughout the University, alumni, other constituents and the public.
- Demonstrate ability to strategize, implement and build programmes and activities that target fundraising.
- Experience in Resource mobilization.
- Demonstrate strong writing, planning and organizational skills.
- Flexibility and initiative as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals.
- Be of high ethical standards, integrity and professionalism.
- Ability to organize and complete multiple tasks simultaneously with close attention to details and prioritization to meet deadlines.
- Computer applications:- MS Word, MS Power point, MS Excel (Spreadsheet)

HOW TO APPLY

Interested candidates who satisfy the requirements below should forward their applications accompanied by a detailed CV, email address, day time telephone contact, name and address of three referees. The applications should reach the undersigned not later than **24th January 2023**. The Management University of Africa is an equal opportunity employer.

THE VICE - CHANCELLOR
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