

JOB ADVERTISEMENT

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 dynamic, self-driven and result oriented professionals to fill the following positions: -

1.0 ADMINISTRATIVE ASSISTANT -EXECUTIVE CAPACITY DEVELOPMENT PROGRAMMES - ONE POSITION

JOB PURPOSE

The incumbent will report to the Head Executive Capacity Development Programmes, and will be responsible for the day-to-day operations in the department so as ensure it achieve its financial objectives through assisting in the administrative, logistics and marketing of the ECDP programmes.

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
- 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
- Maintaining a database and files for all ECDP clients and consultants
- Implementing, maintain and update 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
- Any other duties assigned from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Must have a Bachelor's Degree in Human Resources or related field
- Must have Excellent Communication and interpersonal skills
- Must have Excellent Computer applications: - MS Word, Microsoft Access (Database), MS Power point, MS Excel (Spreadsheet)

- Must have One and above years of Relevant experience

HOW TO APPLY

Interested candidates who satisfy the requirements below should forward their applications accompanied by a detailed CV, email address, daytime telephone contact, name and address of three referees. The applications should reach the undersigned not later than **22nd September 2025**. The Management University of Africa is an equal opportunity employer.

THE VICE - CHANCELLOR

The Management University of Africa

P. O. Box 29677 - 00100, NAIROBI

Email: vc.jobapplications@mua.ac.ke