

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 TRAINING MANAGER, EXECUTIVE CAPACITY DEVELOPMENT PROGRAMME -ONE POSITION

JOB PURPOSE

The Training Manager will lead the planning, design, implementation, and evaluation of the Executive Capacity Development Programme (ECDP). He/she will be responsible for identifying leadership development needs, curating high-impact training content, engaging senior-level stakeholders, and ensuring the successful delivery of executive training initiatives aligned with organizational goals.

KEY DUTIES AND RESPONSIBILITIES

i. Programme Design & Development

- Design, develop, and continuously improve the Executive Capacity Development Programme framework.
- Conduct training needs assessments for senior leaders and executives.
- Develop customized content, curricula, and learning pathways tailored to executive competencies (e.g., strategic thinking, systems leadership, policy execution, governance).
- Integrate best practices in adult learning, blended learning, and leadership development.

ii. Programme Delivery & Management

- Coordinate and manage the delivery of workshops, seminars, coaching sessions, and immersive learning experiences.
- Identify and collaborate with subject matter experts, facilitators, and external training partners.
- Oversee scheduling, logistics, and resource allocation for training sessions.
- Monitor and ensure the quality, relevance, and impact of learning interventions.

iii. Stakeholder Engagement

- Liaise with government officials, senior executives, training institutions, and development partners.
- Facilitate learning communities and peer exchange platforms among senior

participants.

- Provide regular progress reports and updates to senior leadership and programme sponsors.

iv. Monitoring, Evaluation & Reporting

- Develop KPIs and evaluation metrics for programme effectiveness and ROI.
- Lead post-training assessments, feedback analysis, and impact reporting.
- Recommend improvements based on evaluation findings.

v. Budget & Resource Management

- Manage programme budget, vendor contracts, and procurement processes.
- Ensure cost-effective delivery of high-quality executive training programmes.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Master's degree in Business Administration (Human Resources) or related field
- Bachelor's degree in Human Resources or related field.
- 7+ years of experience in training and development, with at least 3 years in a leadership development or executive education role.
- Experience in capacity development, leadership training, or governance programmes is highly desirable.
- Proven experience in designing and delivering high-level learning programmes.
- Familiarity with competency frameworks and adult learning methodologies.
- Strong strategic thinking and programme design capabilities.
- Excellent facilitation, presentation, and communication skills.
- Ability to manage multiple stakeholders at senior levels.
- Proficiency in using Learning Management Systems (LMS) and virtual training tools.
- Results-driven with strong analytical and project management skills.

2.0 CAREER GUIDANCE AND COUNSELLING OFFICER – ONE POSITION

JOB PURPOSE

Reporting to the Dean of Students, the Career Guidance and Counselling Officer will be in charge of counselling students and giving guidance on careers and career placement.

KEY DUTIES AND RESPONSIBILITIES

- Counsel and advise students, individually or in groups, on issues related to planning an academic program
- Give Guidance on choosing and attaining an educational or career goal.
- Draw and implement a programme for group and individual counselling on identified biopsychosocial needs of students that affects academic life of students
- Train students on job search skills, such as writing a winning curriculum vitae, resume, application letters, interviewee skills, and networking
- Work with students to develop skills, such as organizational and time

management abilities and effective study habits

- Train students on job search skills, such writing a winning Curriculum Vitae, resume, application letters, interviewing skills and networking and networking.
- Help students locate sources of financial support to pay for school and other training programs.
- Identify and draw a programme of co-curricular activities that supplement curricular activities.
- Work closely with other staff members in the planning and coordination of career outreach and programs such as career fairs, career programs, and employer panels
- Identify students in need of referral resources outside the school for additional support
- Supervise the acquisition, maintenance, and dissemination of information regarding career fields, employment opportunities, and specific employers for full-time, part-time, internship and work-study opportunities.
- Provide information on specific programs and services offered by the university or by organizations outside for the educational and/or career enhancement of the individual.
- Market recruitment services and develop partnerships with alumni and employers to identify employment opportunities and engage their participation in campus recruitment services such as on-line job listing service, resume referral, on-campus interviews, career fairs and information sessions.
- Assist with administrative responsibilities as assigned by the Supervisor.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- A Master's degree in Counseling, Psychology, psychiatry, Education or related discipline
- At least five years' experience as a counselor, two of which should be in guiding and counseling students at an Institution of higher learning
- Ability to remain neutral when dealing with sensitive situations
- Excellent tact, diplomacy and conflict resolution skills
- Interest and knowledge in co-curricular activities
- Be empathic and a good listener
- Have excellent organizational, interpersonal and communication skills.
- Be computer proficient
- Have excellent report writing skills.

3.0 INSTRUCTIONAL DESIGNER (ACADEMIC CONTENT DESIGNER) - ONE POSITION

JOB PURPOSE

The Instructional Designer (Academic Content Designer) will be the chief architect of learning experiences, responsible for applying learning theories and instructional design models (like ADDIE, AM or DigCompEdu) to systematically design, develop, and evaluate engaging, learner-centered course content, often for online or blended delivery.

KEY DUTIES AND RESPONSIBILITIES

i. Needs Assessment and Design:

- Conduct needs analysis to identify learning gaps and define clear, measurable learning objectives.
- Select and apply appropriate instructional strategies (e.g., inquiry-based learning, scenario based training, microlearning) to meet learning outcomes.
- Develop detailed storyboards, wireframes, and design documents that outline the flow, content, and interactivity of the course.

ii. Content Development and Curation

- Collaborate with Subject Matter Experts (SMEs) and faculty to transform complex, raw content into clear, concise, and engaging instructional materials.
- Develop and integrate various media, including e-learning modules (using tools like Articulate Storyline or Adobe Captivate), videos, animations, and interactive quizzes (e.g., H5P).
- Ensure all content meets accessibility (A11Y) standards and compliance requirements.

iii. Technology Integration and Management:

- Upload, organize, and manage course content within the Learning Management System (LMS) (e.g., Moodle, Canvas)
- Recommend and implement innovative learning technologies, including gamification, simulations, and virtual tools.
- Troubleshoot technical issues related to e-learning platforms and content deployment.

iv. Assessment and Evaluation:

- Design assessments (quizzes, assignments, rubrics, e-portfolios) that are aligned with learning objectives and course content.
- Analyze learning analytics and learner performance data to evaluate course effectiveness and implement feedback loops for continuous instructional improvement.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Master's degree in Instructional Design, Learning Science, Educational Technology, or ICT Integration in Education is highly preferred and often required for senior or university-level roles
- A Bachelor's degree in Education, Educational Technology, Instructional Design, Communication, or a closely related field.
- Minimum of 2-5 years of practical experience in designing and developing technology-enhanced learning solutions.
- Deep understanding of Learning Management Systems (LMS) administration and course setup
- Proficiency in at least one industry-standard eLearning authoring tool (e.g., Articulate Storyline 360 or Adobe Captivate).
- Competency in multimedia development and editing tools (e.g., Camtasia, Canva, basic HTML/CSS).
- Strong knowledge of Adult Learning Principles and foundational instructional design models (e.g., ADDIE, SAM, DigCompEdu, Bloom's Taxonomy).
- Demonstrated ability to manage multiple projects, timelines, and stakeholders (SMEs, faculty, ICT team) independently.

4.0 EXAMINATION DATA MANAGEMENT OFFICER- ONE POSITION

JOB PURPOSE

He/She will capture and ensure the accuracy of the students' examinations records in the database and maintain high level of security of the data.

KEY DUTIES AND RESPONSIBILITIES

- Receiving signed CAT/WBA from Deans Office
- Data Report generation of CAT/WBA & final exams per programme and maintenance of student's examination records.

- Verification of marks captured and processed before handing over to the supervisor.
- Assist in printing/dispatching of students Examination cards to deans' office.
- Processing and printing of academic transcripts for courses per academic year.
- Daily maintenance and update of all examination data bases.
- Security of University exam data base and Custodian of all examination records (soft and hard copies).
- Storage of academic certificates soft copies in orderly manner.
- Dispatching of transcripts to the Registrar, Academic and Student Affairs.
- Receipt and recording of approved marks relating to attachment, Research project
- Ensuring all examination deadlines are adhered including updating of examination remarking results
- Assist in Preparation of the list of cleared students for graduation.
- Any other duties assigned from time to time

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Minimum qualification; Bachelor's degree in Information Technology,
- Knowledge – Computer packages (MS Word, Excel, PowerPoint, Outlook)
- At least two years' experience in a similar position.
- Proficient in MS Office and report writing
- Must be a member of professional body
- Good communication and interpersonal skills

5.0 LIBRARY ASSISTANT MAIN CAMPUS KISAJU - ONE POSITION

JOB PURPOSE

The successful candidate will report to the University Librarian, and he/she will assist in the implementation of university policy in relation to the Library services to achieve efficient and effective library services to the university community.

KEY DUTIES AND RESPONSIBILITIES

- Cataloging and classification of information materials;
- Capturing of data into library catalogue/OPAC;
- Charging and discharging of reading materials;
- Assisting library users with locating and retrieving reading materials;
- Referring users to appropriate reference sources;
- Carrying out orientation and induction of new users;
- Performing routine tasks at the circulation counter;
- Creating and maintaining library records;
- Shelving of library materials;
- Generating and maintaining user and book barcodes;
- Assisting in the information literacy training of faculty and students in the use of OPAC and related databases; and
- Any other duties as may be assigned by the university librarian from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Bachelor's Degree in Library and Information studies from a recognized University;
- At least two years' experience in a busy Academic Library;
- Good communication skills and general knowledge management acumen;
- Must have effective writing and communication skills to assist writing reports;
- Must have computer proficiency skills. Working knowledge of KOHA LMS will be an added advantage; and
- Must be self-driven with ability to facilitate and support effective teamwork.

6.0 ASSISTANT ADMINISTRATOR (FEMALE HOSTELS)- ONE POSITION

JOB PURPOSE

The Assistant Administrator (Female Hostels) will be responsible in coordinating and overseeing all activities programs in the hostels. She is responsible for managing and maintaining a friendly environment in which each student can live and learn.

KEY DUTIES AND RESPONSIBILITIES

- Be responsible for the health, hygiene and general welfare of the students residing in the halls of residence
- Attending to all matters of health, sickness, diet, sanitation and cleanliness
- Ensuring the students observe the rules framed from the guidance and maintenance of decorum
- In liaison with security officer ensure security of the students in and around the halls of residence
- Visiting the students at any time in their rooms for their welfare and safety.
- Supervising the maintenance of the hostel facilities provided and plan for upgrading and maintenance of these facilities in the halls.
- Arbitrating and or mediating between students disputes thus ensuring good order and behavior
- Available for "call of duty" whenever required, which provides emergency cover in the evenings and weekends.
- Assisting the hostel administrator with admission of the new students
- Addressing grievance and complaints from the students
- Providing the relevant information about the students whenever it is required.
- Coordination of provision of health services
- In liaison with the health officer, offering appropriate first aid support
- Taking part in implementation of fire drills, crime prevention and health and safety awareness initiatives
- Responding to on - site emergencies (burst pipes, broken windows, burglaries,

- locked out rooms etc.
- Maintaining accurate records and writing reports to help identify trends that may require action.
- Coordinating with management in framing policies, rules and regulation
- Any other duties assigned from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Must have a Bachelor's Degree in any Social Sciences
- Must have Excellent Organizational, interpersonal skills and communication skills.
- Must have Excellent Computer applications: - MS Word, Microsoft Access (Database), MS Power point, MS Excel (Spreadsheet
- Must have excellent report writing skills
- Must have excellent negotiation and problem-solving skills
- Must have a minimum of two years' experience in student's affairs department or working with the youth

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 **9th September 2025**. The Management University of Africa is an equal opportunity employer.

THE VICE - CHANCELLOR
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