



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 position: -

1.0 EXAMINATION DATA MANAGEMENT OFFICER- ONE POSITION - RE-ADVERTISEMENT

JOB PURPOSE

The job holder 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 registrar's 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, Education, Educational Technology, Information Communication Technology (ICT) or any other related studies
- Competency in Enterprise Resource Planning (ERP)
- Knowledge - Computer packages (MS Word, Excel, PowerPoint, Outlook)
- At least three to five years' experience in a similar position.
- Proficient in MS Office and report writing
- Must be a member of professional body
- Good communication, integrity and interpersonal skills

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 October 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