



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 town campus in South C, Nairobi. We are a Premier University providing management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professional to fill the following positions:

1.0 ICT MANAGER - 1 POSITION

JOB PURPOSE

The ICT Manager will ensure the development and implementation of the Information and Communication Technology (ICT) strategy for the University and for the provision of ICT technologies and services throughout the University to support communication and processes of information for quick decision making in the University.

KEY DUTIES AND RESPONSIBILITIES

i) Strategic Planning & Leadership

- Develop and implement the University's ICT strategy.
- Align technology initiatives with university objectives.
- Advise senior management on ICT investments and innovations.
- Lead and supervise the ICT team.

ii) IT Infrastructure Management

- Oversee servers, networks, data centers, and cloud services.
- Ensure systems availability, reliability, and performance.
- Manage hardware and software installations.
- Plan upgrades and system improvement

iii) Cybersecurity & Risk Management

- Implement cybersecurity policies and procedures.
- Protect data from breaches, malware, and cyber threats.
- Conduct risk assessments and security audits.

- Ensure compliance with data protection laws.

iv) Budgeting & Resource Management

- Prepare and manage the ICT department budget.
- Control IT expenditure and procurement.
- Evaluate and negotiate with vendors and service providers.
- Ensure cost-effective technology solutions.

v) Project Management

- Plan and oversee IT projects (system upgrades, software deployment, digital transformation).
- Define project timelines, scope, and deliverables.
- Monitor progress and manage risks.
- Ensure projects are completed on time and within budget.

vi) Technical Support & Service Delivery

- Ensure effective IT support services for staff.
- Maintain helpdesk operations.
- Develop Service Level Agreements (SLAs).
- Monitor system performance and user satisfaction.

vii) Policy Development & Compliance

- Develop ICT policies and procedures.
- Ensure compliance with industry standards and regulations.
- Implement disaster recovery and business continuity plans.

viii) Innovation & Continuous Improvement

- Research emerging technologies.
- Recommend automation and digital solutions.
- Improve efficiency through technology integration.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- At least a master's degree in computer science, information systems information Technology, engineering or related field.
- PhD in computer science, information systems, information Technology, engineering or related field will be an added advantage.
- At Least five years proven experience of success in turning around in organizations you have worked in.
- Bachelor's degree in computer science or Information Technology.
- MCSE or any other relevant industry certification in systems management
- CCNP or certification in advanced routing and switching.

- Must be a member of a professional body.

2.0 RESOURCE MOBILIZATION OFFICER – ONE POSITION

JOB PURPOSE

The job holder will deliver a full range of resource mobilization services to ensure optimal funding of projects and administrative activities in facilitating the effective functioning of the University.

KEY DUTIES AND RESPONSIBILITIES

- Implementation of policies and procedures governing University Resource Mobilization.
- 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 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 Resource mobilization stewardship policies and protocols.
- Develop a resource mobilization plan based on existing and potential donors and fundraising mechanism
- Manage the overall and day-to-day activities related to mobilization of resources, monitoring and tracking funding needs and gaps.
- Develop specific project proposals in compliance with both the University and donor requirements.
- Research the interests and application requirements of the main donors and other sources of funding to the country. Provide technical advice to the executive director on prospective opportunities.
- Identify and partner with main charitable donors in the country.
- Establish and manage a network of donor contacts, track proposals submitted, funds.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Master's degree in a business-related field, with proven evidence of resourcemobilization success
- A Bachelor's degree in Social Sciences
- Excellent Communication and interpersonal skills
- Ability to work collaboratively and courteously with colleagues throughout theUniversity, alumni, other constituents and the public.
- Demonstrate ability to strategize, implement and build programmes and activities that target fundraising.
- Five years' Experience in Resource mobilization.
- Demonstrate strong writing, planning and organizational skills.
- Flexibility and initiative as well as the ability to work independently, combinedwith 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)

3.0 PROCUREMENT OFFICER - 1 POSITION

JOB PURPOSE

The job holder will be responsible for managing the procurement process to ensure the timely and cost-effective acquisition of goods and services while maintaining compliance with university policies and regulatory requirements.

KEY DUTIES AND RESPONSIBILITIES

i. Procurement Planning & Strategy

- Coordinate and implement procurement plans in line with the university's strategic objectives.
- Maintain an updated supplier database and procurement records.
- Monitor procurement budgets to ensure cost-effectiveness.

ii. Sourcing & Supplier Management

- Identify, evaluate, and negotiate with suppliers to obtain the best value for the university.
- Ensure supplier compliance with legal, regulatory, and ethical procurement standards.

iii. Tendering & Contract Management

- Prepare and issue tender documents, request for quotations (RFQs), and request for proposals (RFPs).
- Evaluate bids, quotations, and proposals to ensure adherence to procurement guidelines.
- Facilitate contract negotiations and ensure proper documentation and contract execution.

iv. Procurement Compliance & Risk Management

- Ensure all procurement activities comply with relevant laws, university policies, and Public Procurement & Asset Disposal Act (PPADA) regulations.
- Mitigate procurement risks by implementing internal controls and ethical purchasing practices.

v. Inventory & Asset Management

- Ensure proper documentation and tracking of all procured assets.

vi. Reporting & Documentation

- Maintain accurate procurement records and prepare periodic procurement reports.
- Submit reports on procurement activities, contract performance, and cost savings.

vii. Stakeholder Engagement

- Liaise with various university departments to determine procurement needs.
- Provide guidance on procurement policies and best practices.

viii. Vendor & Contract Management:

- Source, evaluate, and prequalify suppliers to ensure high-quality goods and services.
- Negotiate contracts, manage supplier relationships, and ensure timely contract renewals.

ix. Tendering & Compliance:

- Manage the entire tendering process, including bid invitations, evaluation, and awarding.
- Ensure compliance with regulatory procurement standards and ethical practices.

x. Procurement Operations:

- Process purchase orders and ensure timely delivery of goods and services.
- Maintain accurate procurement records and update the supplier database.

xi. Budget & Cost Management:

- Monitor procurement expenditures and identify cost-saving opportunities.
- Ensure proper allocation of resources and prevent wastage.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Masters' degree in Business, Procurement & Supply Chain Management from a recognized University.
- Bachelor's degree in Business, Procurement & Supply Chain Management from a recognized University.
- Professional certification (e.g., CIPS, KISM)
- Minimum of 3-5 years of experience in procurement, preferably in an academic or public institution.
- Strong knowledge of procurement laws and regulations in Kenya.
- Proficiency in ICT.
- Knowledge of Kenyan procurement laws, PPADA 2015, and other relevant regulations.
- Proficiency in e-procurement systems and ERP software.
- Strong negotiation, analytical, and problem-solving skills.

4.0 TRAINING COORDINATOR - ONE POSITION

JOB PURPOSE

The Training Coordinator will report to the Deputy Director, Executive Capacity Development Programs and will contribute to the University's corporate and strategic goals by developing programmes, facilitating and coordinating quality training for both internal and external stakeholders.

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 Deputy Director ECDP
- 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 Deputy Director-ECDP
- Performing any other duties assigned from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Master's degree in degree in Human Resource Management/ Degree in Social Sciences
- Must have a degree in Human Resource Management/ Degree in Social Sciences
- 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)

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 notlater than **10th March 2026**. The Management University of Africa is an equal opportunity employer.

THE VICE - CHANCELLOR
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