



# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A.

Office of the Special Advisor to the Vice  
Chancellor

P.O. Box 62157  
00200 Nairobi - Kenya  
Telephone: (020)2525811-5  
Fax: 254-20-891084  
E-mail: admin@cuea.edu

3<sup>rd</sup> April 2018

## **JOB ADVERTISEMENT EXECUTIVE SECRETARY**

### **Office of the Special Advisor to the Vice Chancellor**

The Catholic University of Eastern Africa wishes to recruit a dynamic, qualified and result oriented person to fill the position of **Executive Secretary**.

**Organizational Relationship:** Reports to the Special Advisor to the Vice Chancellor.

### **DUTIES AND RESPONSIBILITIES:**

1. Prepare and manage correspondence, reports and documents;
2. Organize and coordinate meetings, conferences, travel arrangements;
3. Take, type and distribute minutes of meetings;
4. Implement and maintain office systems;
5. Maintain schedules and calendars;
6. Handle incoming mail and other material;
7. Set up and maintain filing systems and maintain databases;
8. Set up work procedures;
9. Collate information;
10. Communicate verbally and in writing to answer inquiries and provide information;
11. Liaise with internal and external contacts;
12. Coordinate the flow of information both internally and externally;
13. Operate office equipment;
14. Manage office space;
15. Handle correspondences;
16. Maintain the filing system;
17. Make and book appointments;
18. Receive visitors;
19. Handle all secretarial chores including special and confidential matters;
20. Perform any other duty as may be assigned by the supervisor.

**MINIMUM QUALIFICATIONS, SKILLS AND COMPETENCIES:**

- Full Secretarial training from a recognized institution
- Bachelors' Degree in Secretarial Studies

**OR**

- Bachelors' degree in Business or related social sciences from an accredited institution
- Must be computer literate
- Passes in the following Subjects Offered by the Kenya National Examinations Council (K.N.E.C) or its equivalent:

- Shorthand	- Stage III
- Office Management	- Stage III
- Typewriting	- Stage III
- Business English	- Stage III
- Office Practice	- Stage II
- Commerce	- Stage II
- Secretarial Duties	- Stage II

- Must be a mature person
- Must be a person of high morals, integrity, initiative, team player, self-motivated
- Should have good communication skills, both written and oral
- Minimum of 3-5 years' experience in a busy/reputable organization.

Applications should reach the Human Resources Manager on or before **13<sup>th</sup> April 2018**.

Applicants should enclose a C.V., copies of relevant certificates and transcripts, and three reference letters from recognized persons/institutions.

**NB: ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED.**

**Mr. James Theuri Kiago**  
**SPECIAL ADVISOR TO THE VICE CHANCELLOR**