



# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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

Office of the Deputy Vice-Chancellor  
ACADEMIC AFFAIRS & RESEARCH

P.O. Box 62157  
00200 Nairobi - Kenya  
Telephone: 891601-6  
Fax: 254-20-891084  
E-mail: academics@cuea.edu

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## JOB ADVERTISEMENT MASTER OF ARTS COORDINATOR

### INSTITUTE FOR REGIONAL INTEGRATION AND DEVELOPMENT

The Catholic University of Eastern Africa wishes to recruit a dynamic, qualified and result oriented person to fill the position of **Coordinator, Master of Arts at the Institute for Regional Integration and Development.**

**Job Title: MA Coordinator**

**Job Purpose:** To coordinate the Master of Arts in Regional Integration and carry out other administrative duties of the Institute.

**Organizational Relationship:** Reports to the Director, Institute for Regional Integration and Development.

#### DUTIES AND RESPONSIBILITIES:

1. To collect and maintain database of course outlines and class attendance registers;
2. To liaise with Faculty Examinations Coordinator and/or Registrar's Office, to ensure efficient examination administration process including:
  - Timely preparation of examinations timetable and invigilation schedule at the end of each trimester;
  - Timely collection, internal and external moderation and proofreading of examinations drafts;
  - Ensuring that examination results are returned and collated in good time for submission to the DEB and FEB;
3. To ensure that staff and course evaluation takes place at the end of each trimester;
4. To be available for consultations by students and staff and ensure that office consultation hours are displayed at the office door and are strictly adhered to;
5. To prepare program for induction of new students;
6. To handle students' examination issues including verification of accuracy of marks, requests for remarks, etc;

7. To ensure nomination/election and availability of class representatives;
8. To ensure effective coordination of departmental students assemblies;
9. To participate in the preparation of the departmental annual budget;
10. To attend and participate in the following meetings; DAB/DEB, FAB/FEB, Students assemblies and any other ad hoc meeting called by the department, faculty or university;
11. To take minutes of DAB, DEB, Disciplinary and any other ad hoc meeting called by the Department;
12. To clearly communicate the policies of the Faculty and the University in line with the shared mission, vision and core values;
13. To uphold the good image of the University, discharge ones duties with commitment and dedication and ensure that one does not engage in any part-time work without the approval of the Vice Chancellor;
14. To take up the running of the department, in the absence of the HOD;
15. To perform any other duty that may be assigned by the supervisor from time to time.

#### **MINIMUM QUALIFICATIONS, SKILLS AND COMPETENCIES:**

- Should be a PhD holder or equivalent (where applicable);
- At the level of Lecturer and above;
- Taught for at least three (3) years at University level;
- Evidence of administration experience;
- Evidence of academic leadership;

#### **THE PERSON**

- Must be a team player;
- Must possess good interpersonal and communication skills;
- Must be a person of integrity; morally upright and mature;
- Must be able to work under minimum supervision;
- He/she should be flexible and adaptable enough to work in a multicultural environment.

Applications should reach the Human Resources Manager on or before **19<sup>th</sup> July 2017**.

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.**



**Prof. Kaku Sagary Nokoe**  
**Deputy Vice-Chancellor/Academic Affairs and Research**

