



25th September 2018

JOB ADVERTISEMENT

INTERNATIONAL STUDENTS OFFICER

The Catholic University of Eastern Africa is seeking to recruit a dynamic, qualified and result oriented person to fill the position of **International Students Officer**.

Post Title: International Students Officer

Job Purpose:

The International Students' Officer is responsible for promoting and supporting the involvement of international students within the University.

Reporting:

The job holder reports to the Dean of Students.

Duties and Responsibilities

1. To ensure that international students are kept informed on current education and academic issues and services. This entails the preparation of articles for Association publications, including the International Students Association website, social media, and other advertising material;
2. In liaison with international students, student groups and University bodies, the International Students Officer shall maintain a range of contacts amongst students and University staff in order to be informed of international students' concerns and to coordinate Association services with those offered elsewhere in the University;
3. To oversee Planning, budgeting and review of Association services for international students;
4. To ensure that adequate review processes exist for the Association's activities for international students;
5. To develop an orientation program targeted at International Students in conjunction with the Communications staff members;
6. To ensure that all of Associations orientation activities are inclusive of international students;
7. From time to time to initiate campaigns and lobby the relevant authorities on issues pertinent to international students in conjunction with other office bearers where appropriate;

8. To maintain Knowledge of current University academic and support issues affecting international students and of the Association's academic and welfare services and social and cultural activities for international students;
9. To act as the representative of international students on the University's committees concerning international students;
10. To develop relationships with key University Staff and maintain close contact with Association staff responsible for the provision of Association academic and welfare services, and social and cultural activities for international students;
11. To ensure that a thorough written report of tasks undertaken is presented to the University Management Board every month.
12. Any other duties as may be assigned from time to time.


Minimum Qualifications, Skills and Competencies:

- Master's Degree in relevant field, preferably International Relations.
- Must have at least five years' work experience in an institution of higher learning at administrative;
- Computer Proficiency (MS Office).
- Integrity, honesty and ethics.
- Professionalism – maintains a professional approach based on ethics and CUEA values.
- Excellent organizational, analytical skills communication and interpersonal skills.
- Must be able to work with minimum supervision.
- Ability to guide, counsel and mentor students.
- Outstanding managerial and administrative capability.
- Ability to build personal relationships.
- He/she should be flexible and adaptable enough to work in a multicultural environment.

Applications should reach the Human Resources Manager on or before 9th October 2018. The application can be made via post or sent to secretaryhr@cuea.edu

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
SPECIAL ADVISOR TO THE VICE CHANCELLOR

