



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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

Office of the Special Advisor to the Vice
Chancellor

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3rd April 2018

JOB ADVERTISEMENT EXECUTIVE SECRETARY

Office of the Special Advisor to the Vice Chancellor

The Catholic University of Eastern Africa (CUEA) 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 proficient in computers
- 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 and 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 **Friday, 6th April 2018**. Applicants should enclose a C.V., copies of relevant certificates and transcripts, and three reference letters from recognized persons/institutions.

The Catholic University of Eastern Africa (CUEA)
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NB: ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED.

Mr. James Theuri Kiago
SPECIAL ADVISOR TO THE VICE CHANCELLOR