



## INTERNAL ADVERTISEMENT

KCA University is a dynamic private Business and Technology University committed to quality service and ethical practices. KCA University seeks to recruit a candidate from among current staff to fill the following position;

### REGISTRAR - ACADEMIC AFFAIRS

The job holder will be responsible for Student admissions, registration and management of Academic records, examinations and related tasks in the Academic Affairs Division.

#### Key Responsibilities and Tasks

- Ensure that Academic Affairs Department operates effectively and efficiently in line with the vision and mission of the University.
- Develop and implement policies and procedures in the academic Department in line with the University's Strategic Plan.
- Prepare annual work plans in liaison with Heads of Departments/sections to outline the activities in the Departments, timelines, responsible officers and resources required in order to ensure efficiency in operations.
- Develop and implement the Departmental budget to ensure efficient allocation of resources for the Department strategy to be implemented efficiently and on time.
- Prepare monthly and quarterly performance reports by consolidating Departmental reports to inform decisions by Management.
- Monitor and evaluate the performance of staff in the Department to ensure performance at expected levels.
- Ensure the integrity, accuracy, and security of all academic records of current and former students.

- Ensure students adhere to University Rules and Regulations as stipulated in the Students Handbook.
- Oversee the University examinations process by maintaining up-to-date course schedules and final examination schedules.
- Supervise the process of credit transfers, graduation and certification of the University's degrees, degree verification and production of official transcripts.
- Process the travel, accommodation arrangements and payments of External Examiners.
- Ensure that examinations are prepared and processed on time.
- Keep in safe custody all examination materials.
- Interpret policies and regulations to the University, Senate and Deans Committees.
- Plan and oversee the preparation of graduation ceremonies and all activities related to graduation matters.
- Prepare and declare programmes and programme capacities for students' placements and admissions.
- Develop and implement a risk register to manage and mitigate risks.
- Provide secretariat services to committees of Senate and Deans

### **Academic Qualifications and Work Experience**

- Must have a Ph.D in Public Administration, Business Administration, Human capital Management or its equivalent from an accredited/recognized University.
- Must be at least a Senior Lecturer or qualify to be appointed one.
- Three (3) years relevant experience at a level equivalent to a Deputy Registrar **OR** Nine (9) years work experience from a comparable Institution.
- Must demonstrate outstanding administrative/managerial capability in the organization and management.
- Be a registered member of a Professional Association.

### **Other Skills and Competencies**

- Knowledge of laws and regulations related to University Education

- Excellent communication skills, interpersonal skills and demonstrated leadership skills essential.
- Competent use of data and statistics.
- Ability to foster a cooperative work environment.
- Computer proficiency

### **How to Apply**

Interested candidates who meet the above requirements should submit an application letter indicating current academic rank and salary, a detailed CV including three referees, academic & professional certificates and a clear copy of your Kenya National ID and iTax certificate via email to [hrjobs@kcau.ac.ke](mailto:hrjobs@kcau.ac.ke) by 27<sup>th</sup> March 2023.

Only shortlisted candidates will be contacted

The subject of your email should read: **REGISTRAR - ACADEMIC AFFAIRS**

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