

KEY DUTIES AND RESPONSIBILITIES:

- Participate in development of the University's strategic plan and the regular review of the same so as to guide in determination of the long term goals of the University.
- Participate in the development of the University's master so as to offer guidance towards achievement of the University's strategic plan.
- Participate in development of long term and short term policies to govern the operations of the various sections under the division to guide in achieving the set objectives of the division.
- Participate in the periodic review of divisional policies so as to enforce continuous improvement in service delivery within the division.
- Coordinate the development of annual budgets for the various divisional departments for use in managing funds allocated to each of the departments.
- Participate in development of the University's reward management system and the periodic review of the same so as to guide in rewarding of University staff equitably in relation to their value in the University.
- Participate in the development of the University's capital plan and the periodic review of the same so as to guide in identification of worthy capital projects for the University and schedules on when to implement the projects.
- Supervise the various departmental heads under the Division continually to ensure compliance to the set policies and alignment of departmental activities towards achievement of targets.
- Coordinate the annual staff performance appraisal so as to measure staff productivity and identify existing potential for improvement to inform decision making on the same.
- Communicate and make regular follow up on the implementation of decisions made by the University's Management Board within the Division to ensure alignment of operations to the defined decisions.
- Provide secretariat services to the Division's main committee on a regular basis so as to operationalize the meetings and ensure proper documentation of all deliberations for future reference.
- Coordinate the periodic collection of evidence used in gauging achievement of performance targets within the division for use in decision making on how to enhance performance.
- Liaise with the Heads of Departments within the Division on a regular basis to identify any training needs among staff members and make necessary arrangements for the same.
- Generate periodic comparative data on institutional performance in relation to other Universities so as to guide in benchmarking of best practices.
- Participate in staff disciplinary committees when need be so as to enforce ethical behavior within the work place.

JOB REQUIREMENTS:

- Should have earned a Ph.D. degree or its equivalent in Public Administration, or its equivalent, CPS (K) or relevant professional qualification of five (5) years.
- Must have served at the level of Senior Lecturer or above if from an academic background.

OR

- Must have a Master's degree in relevant field or equivalent professional qualification with fifteen (15) years administrative experience.

OR

- Must have served for three (3) years as Deputy Registrar or equivalent position.
- Must be Computer literate.

IN ADDITION

- The candidate should be conversant with modern Strategic Management Techniques.
- Member of a recognized professional administration or management body.
- Experience in a University setting will be an added advantage

HOW TO APPLY:

If you meet the above requirements and interested in joining a team of hardworking staff, please send your resume and application letter clearly indicating the position applied for to the address below indicating your current gross pay and salary expectations. Provide your daytime telephone contact and contacts of three professional referees by 8th March 2019.

Applications, clearly marked "**Application for the position of Registrar, Administration, Planning and Development**", must be submitted on or before **8th March 2019** via email to career@umma.ac.ke and should be sent to the below address.

Kindly quote the reference number indicated above.

Umma University is an equal opportunity employer. Women, marginalized groups and persons living with disability are encouraged to apply.