TANGAZA UNIVERSITY COLLEGE

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

OFFICE ADMINISTRATOR

Do you want to work with the best and push your career to a whole new level? Tangaza University College is moving towards becoming a fully-fledged university. As befits an institution of higher learning, we are distinguished for academic excellence, service orientation and a commitment to social transformation according to the gospel values. The following vacancy has arisen within the University College and requires to be filled

JOB TITLE:	OFFICE ADMINISTRATOR
REPORTS TO:	SERVICE LEARNING COORDINATOR
DEPARTMENT:	SERVICE-LEARNING
EMPLOYMENT STATUS:	CONTRACT

Position Summary

The Office Administrator will be expected to provide a high level confidential, professional administrative and financial support. The role will act as a central point of contact and provide all necessary support and assistance and ensure efficient running of the Office. In addition, the position holder is expected to deliver effective office management, excellent customer care support and effective handling of key stakeholders to Tangaza University College.

Primary Duties and Responsibilities

1. In consultation with the Coordinator, answers standard enquiries by telephone, email or in person from a range of service users, giving and resolving non-complex queries. This includes receiving and answering questions asked by supported Institutions, students and staff.
2. Regularly update information about upcoming events to all stakeholders. This includes liaising with training/activity facilitators to organise arrangements for training events and meetings when requested and coverage of all SL events.
3. Under supervision of the Coordinator, undertake routine accounting duties, including but not limited to preparing and recording payments, issuing payments in liaison with the finance office.
4. To raise cash requisitions and pursue outstanding payments including managing petty cash.
5. Maintain service learning policies, procedures, and operations to ensure appropriate accountability.
6. Improve delivery systems to maximize office efficiency and improve overall Africa hub effectiveness.
7. Maintaining and updating the SL website and social media pages.
8. Drafting of the SL Leaflets, Brochures, Flyers, Posters, Resource book among others and sharing with service providers for printing.

Qualifications and Experience

- Degree in Business Administration or any other related field from a recognized institution.
- Must have a Diploma in Accounting, Finance, Banking or any other related field.
- Professional Certificate (e.g. KATC/ CPA 2) and 2 years' experience.
- Proficiency in Microsoft Office system.

Core Competencies and skills

- Excellent Communicator, a good listener and key to detail.
- Uphold sound work ethics and is highly disciplined.
- Cultural awareness and sensitivity.
- Able to work with minimal supervision, under strict deadline independently or as part of a team.
- Proficiency with computers and bookkeeping software, strong typing skills.

Applicants Should enclose a letter of introduction, Curriculum Vitae, Copies of relevant certification and three (3) reference letters from recognized persons / institutions by 7th August 2023 indicating your daytime contacts.

The Human Resource and Administration Manager
Tangaza University College
P.O. BOX 15055-00509
NAIROBI

E-mail to vacancies@tangaza.ac.ke

Tangaza University college is an equal opportunity employer and does not discriminate on the basis of race, color religion, age, sex, Nationality, ethnic origin or Disability.

NB: only shortlisted candidates will be contacted and given a copy of detailed job description please indicate the position applied as subject of the email.