

## EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

Gretsa University wishes to recruit qualified and interested applicants for the vacant positions listed below:

### A. ADMINISTRATIVE POSITIONS

No	Position	Department	Grade	No. of Post	Terms of Service	Ref No.
1	Snr. Administrative Assistant	Student Welfare	9	1	Contract	GU/005/ASW/5/26

#### **SNR. ADMINISTRATIVE ASSISTANT – STUDENT WELFARE DEPARTMENT**

The primary mandate of this role is to coordinate student activities, both administratively and in terms of identifying, nurturing, and coordinating student talent.

##### **For appointment to this position the applicants Must:**

- i. Possess a Bachelor's degree in social sciences or any other relevant equivalent discipline from a recognized institution.
- ii. Have at least three (3) years experience in student affairs.
- iii. Be Computer literate with proficiency in common computer applications; proven data entry experience is required, and familiarity with ERP systems will be an added advantage.
- iv. Demonstrate good interpersonal and communication skills, with the ability to interact effectively at all levels.
- v. Have High standards of integrity, with proven moral uprightness, professionalism, and personal maturity.
- vi. Have the ability to work with minimal supervision, demonstrating initiative and reliability.
- vii. Have Strong team leadership and collaboration skills, with the ability to work effectively in team-based environments.
- viii. Be flexible to work in a multicultural and diverse environment.
- ix. Have the ability to relate well with students, demonstrate a balanced combination of high energy, approachability, and professional maturity.

#### **DUTIES & RESPONSIBILITIES**

- i. Identify and nurture students' talents in arts, leadership, innovation, and co-curricular activities.
- ii. Plan and coordinate talent development programs, training sessions, and student events.
- iii. Support and oversee student clubs, societies, and talent teams.
- iv. Provide mentorship, guidance, and developmental support to students.
- v. Coordinate student participation in competitions, exhibitions, and showcases.
- vi. Assist in administrative duties within the Student Welfare Department, including

- documentation, coordination, and reporting.
- vii. Build partnerships with industry, alumni, and external organizations to support student talent and development initiatives.
- viii. Maintain confidentiality, discretion, and professionalism at all times
- ix. Perform any other duty as assigned by your supervisor.

## **APPLICATION PROCEDURE**

- i. Interested applicants should submit four (4) copies of their application accompanied by a detailed curriculum vitae (detailing academic qualifications, professional experience, academic leadership, publications, awards/scholarships/funding, membership to professional association and linkages) as well as copies of relevant certificate.
- ii. In addition send a soft copy of the same as one running document to [\*\*hr@gretsauniversity.ac.ke\*\*](mailto:hr@gretsauniversity.ac.ke).
- iii. Applicants should also provide names and contact addresses of three referees who are knowledgeable of their competence.
- iv. Hard copy applications should be submitted in a sealed envelope clearly marked for the position being applied for and delivered to:

**VICE CHANCELLOR  
GRETSA UNIVERSITY  
P.O BOX 3 - 01000 THIKA**

*Applications To be received on or before Wednesday 18<sup>th</sup> February 2026.  
Gretsa University is an equal opportunity employer and canvassing will lead to automatic disqualification. PWD's are encouraged to apply. Only short-listed candidates will be contacted.*