

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.
- 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 18th 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.*