

EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

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

A. DIVISION OF ADMINISTRATION AND FINANCE

No	Position	Department	Grade	No. of Post	Terms of Service	Ref No.
1	Administrative Assistant	Administration	8	2	Contract	GU/001/ADAS/9/26
2	Senior Administrative Assistant	Administration	9	2	Contract	GU/002/SAD/9/26

For appointment to these positions the applicants Must:

- i. Possess relevant Bachelor's degree in administration and related discipline, from a recognized university.
- ii. A Master's degree will be an added advantage for the senior administrative Assistant.
- iii. For the Senior Administrative Assistant, one **MUST** have served in the position of an Administrative Assistant for more than one year.
- iv. Be registered with the relevant professional body.
- v. 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.
- vi. Demonstrate good interpersonal and communication skills, with the ability to interact effectively at all levels.
- vii. Have High standards of integrity, with proven moral uprightness, professionalism, and personal maturity.
- viii. Have the ability to work with minimal supervision, demonstrating initiative and reliability.
- ix. Have Strong team leadership and collaboration skills, with the ability to work effectively in team-based environments.

Duties and Responsibilities

- ii. Receive, record, sort and distribute correspondence, documents and other official communications.
- iii. Prepare, type, format and maintain letters, reports, memos, minutes, schedules and other official documents.
- iv. Maintain accurate and up-to-date records, files, registers and databases, ensuring proper filing and easy retrieval of information.
- v. Receive and respond to routine enquiries from staff, visitors and other

- stakeholders, and direct matters to the appropriate offices where necessary.
- vi. Assist in data entry, compilation and preparation of administrative reports and returns.
 - vii. Manage office appointments, meetings, calendars and schedules, including making necessary arrangements for meetings.
 - viii. Take minutes during meetings and follow up on assigned administrative actions where required.
 - ix. Assist in the procurement, management and monitoring of office supplies and equipment, and maintain relevant records.
 - x. Operate and maintain office equipment and ensure that administrative tasks are completed efficiently and within set timelines.
 - xi. Assist in the implementation of office procedures, policies and administrative systems.
 - xii. Handle confidential information and official documents with discretion and maintain high standards of integrity and professionalism.
 - xiii. Assist in coordinating activities between the office and other departments, staff members and external stakeholders.
 - xiv. Perform any other administrative duties as may be assigned by the 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 pdf 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
GRE TSA UNIVERSITY
P.O BOX 3 -01000 THIKA**

Applications To be received on or before Monday 16th September 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