



Job Opening Assistant Registrar – Operations Office

IDENTIFICATION	
JOB TITLE	Assistant Registrar – Operations Office
REPORTING TO	Chief Operating Officer
DEPARTMENT	Operations
PHYSICAL LOCATION	Amref International University

Amref International University's focus is on training, research and extension in health sciences with emphasis on promotive, preventive, rehabilitative and palliative health. Amref International University (AmIU) is founded on the experience and intellect of Amref Health Africa, which is reputed with over 60 years of quality and innovative public and community health interventions, training and education. It is committed to progressively develop innovative programmes catering to the present as well as future Africa and global health needs. The University offers postgraduate, undergraduate, higher diploma, diploma, certificate programmes as well as Continuing Professional Development (CPD) courses that prepare human resource for health to serve throughout the health system. AmIU seeks to train transformation leaders who will Inspire Lasting Change. For more on Amref International University please visit <https://amref.ac.ke>

Our **Vision** is to be a leading University of excellence in developing transformational leaders and practitioners and our **Mission** is to provide holistic quality education in health sciences and related disciplines for the well-being of the society. Our Motto is *'Inspiring Lasting Change'*

1. MAIN PURPOSE OF JOB

Amref International University seeks a qualified Assistant Registrar to provide a support to the office of the COO, assist with budget and project management, and coordinate internal and external communications. The incumbent will provide consultation on administration issues with associated departments and facilitate interdepartmental coordination of University's day-to-day operations.

2. PRINCIPAL RESPONSIBILITIES

- Manage all communication, including coordinating calendars, emails, phone calls and meetings as needed, maintaining confidentiality as appropriate as the first point of contact.
- Research, prioritize, and follow up on issues and concerns, as assigned assisting in determining an appropriate course of action, referral, or response.
- Maintain high-level understanding of interdepartmental processes to facilitate appropriate communication and relationship building.
- Prepare meeting materials and reports including research, data collection, preparation, and assembly of materials.
- Prepare weekly briefs for key department strategies
- Coordinate budget activity through tracking, reconciling and processing: payment requests, reimbursement claims and budget reports.
- Organize internal and external meetings and events including logistical and substantive preparation.
- Provide project management support for complex planning and execution initiatives follow through on projects to successful completion, often with deadline pressures.
- Promote the University's programs and events to increase enrolment and public awareness
- Perform other tasks as may be necessary

Qualifications Education/Certifications:

- Relevant Master's degree in Business Administration or any other relevant qualification from a recognised University

Required Knowledge/Experience

- 7 years relevant experience as an Administrator role in a University setting or equivalent; in a large organisation.
- Exposure to a multidiscipline and multicultural environment
- Demonstrated ability to work collaboratively with diverse groups of people

Skills/Abilities:

- Project management skills
- Strong technical aptitude.
- Excellent customer service skills.
- Highest level of discretion, integrity and confidentiality.
- Excellent written and oral communication; strong report writing and minute taking skills.
- Ability to manage multiple priorities for multiple stakeholders.
- Strong problem solving and decision-making skills
- Flexible and adaptive.
- Team player with interpersonal skills; collaborative and relationship-building skills
- Meticulous attention to detail with excellent planning, organisation and Time management skills
- Demonstrates critical thinking,
- Being a self-starter with the ability to take initiative
- Excellent Microsoft Office and Google Suite skills

How to apply

If you're interested in applying for this position email your motivation letter and CV outlining relevant skills and experience to recruitment@amref.ac.ke and have "**Assistant Registrar**" in the subject line. **Deadline for submission: 22nd September 2023. Note that only shortlisted candidates will be contacted.**

*Although Amref International University may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from AmlU will arrive from an **@amref.ac.ke** or **@amref.org** address.*

Amref International University is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref International University is an equal opportunity employer and has a non-smoking environment policy