



Amref International University

JOB DESCRIPTION

JOB TITLE	Training Coordinator
REPORTING TO	Dean of Students
PHYSICAL LOCATION	AMIU Nairobi Campus

Amref International University focuses on training, research and extension in health sciences, emphasizing promotive, preventive, rehabilitative and palliative health. 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 developing innovative programs catering for the present and future health needs in Africa and the Globe. The University offers postgraduate, undergraduate, higher diploma, diploma, and certificate programmes and Continuing Professional Development (CPD) courses that prepare human resources for health to serve throughout the health system. The University is Primary Health Care centred, with a Pan-African niche; thus, it is committed to deploying virtual training technologies to bridge inequalities that affect access to higher education in the continent. AMIU seeks to train transformational leaders who will Inspire Lasting Change. For more on Amref International University, please visit <https://amref.ac.ke>.

Main Purpose

Reporting to the Dean of Students, the Training Coordinator will be primarily responsible for supporting the effective day-to-day running of the department, providing a professional and proactive service to staff and students, and for delivering a range of general administrative duties across the University. Assignments may be confidential. May serve on a variety of academic committees in a support capacity. The role holder will be responsible for the continuous review and facilitation of student conduct of code updates and revisions and ensure that the student conduct code is in alignment with University policies and processes.

Key Responsibilities

1. Provide a professional and customer-focused training coordination interface between staff and students, dealing efficiently with operational matters and responding appropriately to student welfare issues. Serves as a primary point of contact and liaison between the office and students and external stakeholders on a range of day-to-day matters; and also assist in the running of the student Alumni Association
2. Organize and facilitate meetings and special events; schedules and coordinate dates and time, venues, attendant, agendas, and facilities; takes minutes and provides administrative support and follow-up on matters arising from meetings;
3. Schedules and coordinates dean's appointments and/or travel arrangements and coordinates and oversees daily office activities;

4. Timely preparation of monthly reports on the extra-curriculum activities including those of the AMIU Football Club, Christian Union, Pool game etc.
5. Coordinate hostels approved for student accommodation and updating details in the AMIU website;
6. Provide logistical support to the student community day programmes at Amref Kibera Health Centre and other sites including special events.
7. Contribute to developing and implementing systems and procedures associated with the capture, processing, management and reporting of student data.
8. Maintaining records of health insurance details for students; students accessing counselling services through the Amref medical Centre and other approved service providers
9. Support relevant departments in delivering arrangements for a wide range of events, including graduation ceremonies and the conferment of awards.
10. Support and follow up on student visa applications and maintaining records thereof.
11. Assist in promoting the University as required, including supporting marketing initiatives and recruitment events, and updating material for publications, prospectuses and handbooks.
12. Coordinate and oversees the day-to-day management of office supplies and office inventory
13. Maintaining records of bursary and scholarship application forms and awards.

Educational Requirements

- Bachelor's degree in business administration, community health or a social science from a recognized institution of higher learning;
- Three (3) years relevant experience working in a busy and demanding office; environment, including experience of managing varied workload; university experience is an added advantage;
- Highly proficient in using Microsoft Office, including Outlook, Word, Excel and Access;
- Ability to work with students, student organizations, colleagues, clients and external organizations;
- Excellent communication skills (both written and verbal); including confident telephone manner and ability to present well in person

Personal Attributes & Competencies

- Confidentiality, integrity and positive attitude
- Excellent team-working and interpersonal skills; with ability to build effective relationships with a wide range of people;
- Excellent time-management, customer service skills and organisational skills with ability to multitask, priorities and problem-solve;
- Ability to self-motivate, use own initiative and maintain attention to detail while working under pressure;
- Ability to organize meetings, produce agendas and take minutes quickly, efficiently and accurately;
- Ability to exercise tact and discretion in dealing with sensitive and confidential matters

How to apply

Send your email application to recruitment@amref.ac.ke and have **“Training Coordinator – Dean of Students”** in the subject line. Attach a cover letter and CV with relevant skills and experience. The **deadline for submission of applications is 21st November 2023**. Only shortlisted candidates will be contacted.

Duly note that Amref International University does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment.

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.