



ST. PAUL'S UNIVERSITY

The University of Choice!

JOB VACANCIES

INTERNAL ADVERT

St. Paul's University is a Christian Ecumenical institution of higher learning in Kenya with campuses in Limuru, Nairobi and Nakuru. Since the award of Charter in 2007, St. Paul's University has continued to experience sustained growth with courses in various fields of study, research programme, student population of over 6000 and over 300 full-time and part-time staff. Qualified and competent personnel have remained instrumental to its growth. To this end, the University wishes to recruit committed Christians, who are highly motivated, and with demonstrated competencies for the positions below:

CORPORATE AFFAIRS MANAGER

Reporting to: Vice-Chancellor

Department: Corporate Affairs

Job Summary

The Corporate Affairs Manager will provide strategic leadership in Corporate Communication, Marketing and Public Relations, ensuring the University maintains a strong and positive image consistent with its Christian ethos. The role will also provide direct support to the Vice-Chancellor, including effective management of the Vice-Chancellor's official engagements, protocol, while supervising and leading all staff within the Corporate Affairs Department.

Key Responsibilities

- » Develop and implement corporate communication, branding and marketing strategies aligned with the University's Christian mission and strategic plan; and related budget.
- » Provide leadership, supervision and mentorship to all staff in the Corporate Affairs Department.
- » Enhance the University's visibility through effective marketing, advertising, digital communication and Corporate Social Responsibility..
- » Manage media relations, public relations and stakeholder engagement to project a positive image of the University.

- » Manage corporate executives and VIP guests visiting the university.
- » Manage communication with all external publics including the government, regulators and other stakeholders.
- » Represent the University - be the face of the university to both internal and external contacts and stakeholders.
- » Coordinate preparation of promotional materials, press releases, newsletters and other communication tools.
- » Facilitate protocol services in the office of the Chancellor and Vice-Chancellor.
- » Plan, organize and oversee University events, exhibitions and outreach initiatives.
- » Monitor market trends and recommend strategies for student recruitment and retention.
- » Prepare timely briefs, speeches and reports for the Vice-Chancellor.

Qualifications and Experience

- » A Master's degree in Communication, Public Relations, Marketing, or a related field from a recognized institution.
- » A Bachelor's degree in a relevant field.
- » At least 5 years of progressive experience, three (3) of which must be at a supervisory level in corporate affairs, marketing, or communications.
- » Must be a registered member (in good standing) of a relevant professional body such as the Public Relations Society of Kenya (PRSK), Marketing Society of Kenya (MSK) or Chartered Institute of Marketing (CIM).
- » Demonstrated digital competence on responsible use of, and engagement with, digital technologies for corporate communication, marketing, public relations and participation in society.
- » Ability to promote and sell academic programs, research and innovation products/services using digital and emerging technologies.
- » Strong leadership, interpersonal and team management skills.
- » Excellent oral, written and digital communication skills.
- » High degree of integrity, confidentiality and professionalism.
- » A committed Christian of high moral and ethical standing, aligned to the University's vision and values.

REGISTRAR ACADEMIC

Reporting to: Deputy Vice-Chancellor, Academics
Department: Registry

Job Summary

The Registrar Academic is the Head of the Registry and will be responsible for the overall management of academic administration, ensuring integrity of student records, smooth running of academic processes and efficient utilization of teaching and learning resources. The Registrar Academic will liaise with external regulators and funding agencies.

Key Responsibilities

- » Provide strategic leadership and supervision to all staff in the Academic Registry.
- » Oversee admissions, registration, examinations, certification and graduation while safeguarding the integrity of academic records of current and former students.
- » Ensure accurate preparation, circulation and safekeeping of Senate documents and decisions.
- » Ensure efficient timetabling and optimal utilization of classrooms and other academic facilities.
- » Liaise with external bodies including the Commission for University Education (CUE), the Kenya Universities and Colleges Central Placement Service (KUCCPS), the University Funding Board (UFB) and the Higher Education Loans Board (HELB) among others, on academic and funding matters.
- » Coordinate the development, implementation and review of academic policies and procedures.
- » Build secure student data files and set policy, and procedures for their responsible use.
- » Maintain up-to-date course schedules, catalogues and final examination schedules.
- » Ensure compliance with all statutory and regulatory requirements.
- » Provide timely reports and advice to Management and Senate on academic matters.
- » Promote excellence, accountability and the integration of Christian faith and values in all academic operations.

Qualifications and Experience

- » An earned Ph.D from a recognized university.
- » At least 5 years' progressive experience in academic administration, three (3) of which must be at a senior management level in a university.
- » Demonstrated understanding of higher education regulatory frameworks in Kenya.
- » Proven leadership, supervisory and people management skills.
- » Strong organizational, analytical and problem-solving abilities.
- » Excellent communication and interpersonal skills.
- » Demonstrated digital competence on responsible use of, and engagement with, digital technologies for learning/teaching, administration of higher education and participation in society.
- » Must be a committed Christian of high integrity, aligned with the University's mission and values.

Interested candidates who meet the stated requirements can submit applications and a duly filled job application form (<https://www.spu.ac.ke/attachments/Vacancies/Job-Application-Form.pdf>) via the following address: recruit@spu.ac.ke.

All applications should be submitted on or before **Friday, 12th September 2025**. Only shortlisted candidates will be contacted.