



ST. PAUL'S UNIVERSITY

The University of Choice!

INTERNAL ADVERTISEMENT

JOB VACANCY

St. Paul's University is an ISO 9001:2015 Certified Christian Ecumenical institution of higher learning in Kenya founded in 1903 with campuses in Limuru, Nairobi, Nakuru and Virtual Campus. 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 programmes, student population of over 7000 and 300 full-time and part-time staff. Qualified and competent personnel have remained instrumental to this growth. To this end, the University wishes to recruit a committed Christian, who is highly motivated, and with demonstrated competencies for the position below:

Job Title: Administrative Assistants, 5 Positions
Reporting To: **HoD Business Studies, HoD Communication & Computer Studies, HoD Social Sciences, HoD Health Sciences, and University Chaplain**
Department: **Business Studies, Communication & Computer Studies, Social Sciences, Health Sciences, and Chaplaincy (all in Limuru Campus)**

Purpose of Role:

- To provide efficient and high-quality administrative support to staff, students, and visitors and oversee departmental daily administrative operations. The position holders will be responsible for ensuring the smooth running of the department's administrative functions in support of the core business of the University.

KEY RESPONSIBILITIES

1. Maintain the general filing system and file correspondence.
2. Assist in planning and preparation of meetings and seminars in the department.
3. Receive, direct, and respond to all inquiries (telephone calls, emails, etc.).
4. Coordinate and communicate important calendar events both to faculty members and students.
5. Attend to the general issues and concerns of the students.
6. Attend to general secretarial work, e.g., typing, taking minutes, keeping office inventory, ensuring smooth communication, and liaising with other departments.
7. Attend to any other tasks as directed by the Head of Department.

QUALIFICATIONS AND EXPERIENCE

1. Diploma in Secretarial Studies, Higher National Diploma in Secretarial Studies, Diploma in Business Administration, Diploma in Leadership and Management, or Diploma in Business and Information Technology from an accredited institution. A Bachelor's degree in any of the fields mentioned is an added advantage.
2. 2 – 3 years' working experience in an office administration role or secretarial role, preferably in a university or a learning institution.
3. Strong computer skills and proficiency in all Microsoft suites and desktop publishing software.
4. Ability to work with systems, preferably the ERP system.
5. Demonstrated digital competence on responsible use of, and engagement with digital technologies for efficient office administration and communication.
6. Demonstrated knowledge, understanding, and ability to support the implementation of the Strategic Plan 2025–2030 is an added advantage.
7. A committed Christian of high moral and ethical standing, aligned to the University's vision, mission and values.

KEY COMPETENCIES AND SKILLS

- Excellent organizational and record keeping skills
- Attention to detail skills
- Good interpersonal skills
- Time management skills
- Good communication skills
- Good analytical and reporting skills
- Confidentiality and integrity
- Teamwork and collaboration skills
- Adaptability and flexibility skills
- Digital Competencies

Interested candidates who meet the stated requirements can submit applications and a duly filled job application form <https://www.spu.ac.ke/careers> via the following address: recruit@spu.ac.ke



All applications should be submitted on or before Wednesday, 18th February 2026. Only shortlisted candidates will be contacted.