

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: **Personal Assistant**
Reporting To: **Deputy Vice Chancellor, Academic Affairs**
Department: **Office of the Deputy Vice Chancellor, Academic Affairs**

Purpose of Role:

- Provide administrative support by preparing reports, handling information requests, and performing clerical functions such as taking minutes, preparing correspondence, receiving visitors, making calls, scheduling meetings, and organizing trips.

KEY RESPONSIBILITIES

1. Prepare correspondence, reports, and materials for distribution.

- Construct correspondence as per the need for signing.
- Distribute internal and external mail.
- Prepare reports for internal and external publics.

2. Prepare aspects of the strategic plan related to the office of DVC-AA.

- Read annual planning reports and extract portions for DVC-AA.
- Prepare the information for action.
- Distribute actions as directed to internal and external publics.

3. Maintain DVC-AA's calendar.

- Extract important dates from the academic calendar for the office.
- Liaise with other offices on important dates to be included in the calendar.
- Update the calendar within the given timelines.

4. Prepare and handle general clerical duties.

- Typing and printing.
- Photocopying and distributing.
- Mailing and filing.

5. Prepare, transcribe, and distribute meeting agendas and minutes.

- Prepare meeting agendas for office meetings.
- Take and prepare minutes for distribution.
- Prepare invitations and venues for the meeting.
- Organize for meals as appropriate and within the prescribed regulations of the University.

6. Prepare local and international travel arrangements for DVC-AA.

- Receive information for official travel for DVC-AA.
- Liaise with the travel agents for the itinerary of meetings.
- Get Visa information and note if the DVC-AA has to appear in person or send someone to deal with the visa.
- Organize airport drop and pick up.

7. Organize accommodation if needed and entertainment arrangements for official DVC-AA's visitors.

- Visitors during ceremonies e. g graduation.
- Visiting guests through the office.
- Short-term guests.

8. Answer telephones and welcome visitors to the office.

- Maintain a record of telephone numbers of the people or industries with whom the office links with.
- Make official calls for the DVC-AA.

9. Maintain a clear filing system both electronic and hard copy.

QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree in Business Administration or any other business-related courses.
2. 3 - 5 years of working experience in an administrative, secretarial, or personal assistant role, preferably within a university or a learning institution.
3. Computer proficiency – to have a high level of expertise in the Microsoft Office Suite (Word, Excel, PowerPoint and Outlook).
4. Demonstrated digital competence on responsible use of, and engagement with digital technologies for efficient office administration and communication.
5. Demonstrated knowledge, understanding, and ability to support the implementation of the Strategic Plan 2025–2030 is an added advantage.
6. A committed Christian of high moral and ethical standing, aligned to the University's vision, mission and values.

KEY COMPETENCIES AND SKILLS

- Excellent communication skills.
- Good interpersonal skills.
- Teamwork & collaboration skills.
- Strong organizational and time management skills.
- Confidentiality skills.
- Attention to detail skills.
- Problem-solving 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.

Contacts:- **Tel:** 020-2020505 | 0728 669 000 **Email:** info@spu.ac.ke **Website:** www.spu.ac.ke

