



### EMPLOYMENT OPPORTUNITY

Muteesa I Royal University (MRU) is a private University that was accredited by the National Council for Higher Education (NCHE) in 2007. MRU was approved and recommended for grant of a Charter by the NCHE on 25 January 2023. The main Campus is situated at Kirumba-Masaka, with a branch located at Kakeeka-Mengo. The mission of the MRU is to provide training, research and technical guidance responsive to national social-economic needs. MRU is seeking to recruit highly motivated, innovative and committed candidates to fill the positions highlighted below:

#### **Job title: Faculty Administrative Assistant**

**Reports to:** Dean of Faculty

**Duty Station:** Kakeeka-Mengo

**No of vacancies:** 02

**Role definition:** To provide administrative support to the relevant Faculty and co-ordinate administrative activities between the Academic Registrar's Office and the Faculty.

#### **The key performance areas (KPA):**

Your responsibilities as an **Administrative Assistant Staff at MRU**, will include, but not be limited to:

1. Managing the office including:
  - a) Provision of secretarial support to the Faculty
  - b) Taking personal responsibility in liaison with the Dean to ensure that good customer relations are maintained in the Faculty
  - c) Keeping an Inventory of all furniture fittings, machines and equipment used in the department and ensuring they are properly used
  - d) Making timely requisition of stationery and other office requirements
2. Performing a public relations function including;
  - a) Attending to internal and external customers of the faculty and in particular answer to inquiries and provide appropriate information
3. Handling documents, correspondence and academic administration including;
  - a) Liaising with the Registry to ensure a systematic and expeditious flow of correspondence relating to the Faculty
  - b) Participating in teaching and learning committee activities by way of taking committee minutes.
  - c) Conducting curriculum control for the Faculty
  - d) Liaising with the Academic Registrar through the Senior Administrative Officer with regard to Faculty academic administration matters.

- e) Processing and dispatching document and reports of the Faculty as may be required of you by the Faculty Dean
- f) Handling in-coming and out-going Faculty correspondence and documents with accuracy.
- g) Collecting and delivering documents and messages on prescribed schedules.
- h) Ensuring the safety and confidentiality of documents.
- i) Checking and verifying documents coming to or being issued by the Faculty and send reminders where necessary.
- j) Providing support to the Faculty Dean in managing and monitoring the Faculty budget.
- k) Taking minutes during Faculty meetings and circulating proceedings and minutes for the perusal of members in the Faculty.
- l) Performing other duties as may be assigned by the immediate supervisor from time to time. These may include committee work, particularly taking minutes for any Senate committee allocated to you.

**Qualifications and experience:**

The applicant should hold a minimum of a Bachelor's Degree in any field that would enable her/him to practice administrative duties, and two years of professional experience that entails administrative tasks and interpersonal relationships.

**Applications should be forwarded directly to the Manager, Human Resources, Muteesa I Royal University on the email: [hrm@mru.ac.ug](mailto:hrm@mru.ac.ug). Applications will close on the 07<sup>th</sup> April 2023.**