



Salaries & Remuneration
Commission
Rewarding productivity

Jaramogi Oginga Odinga University of Science and Technology

Planning Administration and Finance

April 2017



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1. Introduction

1.1. Organisation Design

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) is one of the younger universities in the country. Its recent history dates back to 2009, when Bondo University College, with a student population of only 200 students took over the Bondo Teachers' Training College premises. Bondo University College was established as a constituent college of Maseno University through Legal Order No. 56 of May 11, 2009. .

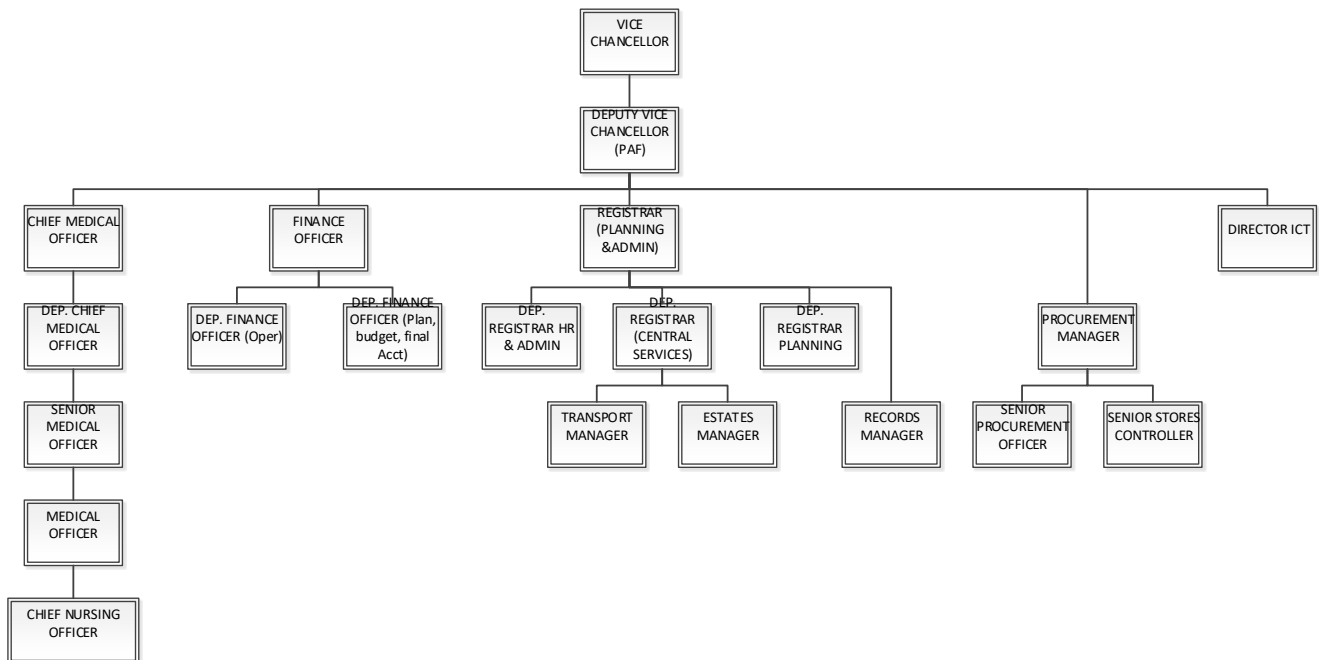
JOOUST was granted a charter on February 13, 2013 by then president Mwai Kibaki making it the 16th public university in Kenya. Over time, the student population has grown to 10,265 as at the beginning of 2016.

Located 70 kilometres west of Kisumu in Bondo Town of Siaya County is the main campus. The university also has three other campuses / Learning Centres; Nambale, Kisumu and Kisii.

JOOUST's vision is to be '**A beacon of excellence and global leader in University Education for sustainable development**' while its mission is to provide quality education that nurtures creativity and innovation through integrated training, research and community outreach for the advancement of humanity.

This job description manual consists of jobs that were analysed in Jaramogi Oginga Odinga University of Science and Technology. It contains job descriptions which are documented from information provided by job holders and validated by their respective supervisors from the job analysis exercise that was concluded in March 2017.

2. Planning, Administration and Finance (to remove VC)



2.1. Vice Chancellor

1. Background Information			
Job Title: Vice Chancellor	Job Level: JOOUST/VC/002	Current Grade: 18	No. of Posts: 1
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: N/A		Department/ Section/Unit: N/A	
Reports to: University Council, Chancellor			
Direct Reports: a) Deputy Vice Chancellor Academic Affairs b) Deputy Vice Chancellor Research , Innovation and Outreach c) Deputy Vice Chancellor Planning, Administration and Finance d) Internal Auditor e) Security Manager f) Corporate Communications Manager g) Director Quality Enhancement and Assurance h) Legal Officer		Indirect Reports: a) Registrars b) Finance Officer c) Directors of Institutes, Learning Centres and any other directorates d) Procurement Officer e) Chief Medical Officer f) University Librarian g) Deans of Schools h) Dean of Students i) Director of Sports j) Catering and Accommodation Manager	
2. Purpose of the Job:			
Provide leadership as an administrative and academic head who maintains and promotes the university in the realisation of its mandate , objectives and functions on behalf of the university council			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities:			
N/A			
Learning and Teaching Responsibilities:			
N/A			
Community Service and Outreach Responsibilities:			
N/A			
Managerial Responsibilities:			
a) Chair committees where key decisions of quality assurance, policies and all academic, administrative policies are discussed, reviewed and implementation of the same discussed on a regular basis b) On a daily basis on behalf of the council ensure that the university maintains academic standards and efficiency as well as good order c) Prepare on behalf of council all annual work plans, budgets and give strategic direction. Present this for consideration, deliberation and approval. Ensure they are cascaded and implemented			

- d) Work closely with Internal Audit and Finance to ensure compliance with guidelines, standards procedures as set out by constitution, charter, statutes and any other guidelines that would touch on higher education
- e) Responsible to ensure that university is financially sound and liquid and able to meet its financial obligations
- f) Responsible for resource mobilisation, coordination, corporate communication overall strategic direction of the university and policy matters as well as general development of the university
- g) Chair senate, UMB , appointment committees , corruption prevention committee as stipulated by the instituting Act and university statutes
- h) Represent the university as the corporate figure in VCs' committee, IPUCCF and any other advisory committee that will be set by CS where VCs should be members
- i) Provide administrative , leadership and management advice on matters administrative, academic, research and outreach advice to the DVCs in areas of overall running of the divisions in line with the overall strategy of the university
- j) Develop and mutually discuss the performance targets with the university council, sign with the council then cascade down the targets to DVCs.
- k) Appraise the DVCs and all members of staff reporting directly to provide a framework for reward, advice and sanction
- l) Develop and recommend to council short and long term strategies, business plans, business proposals, annual operating budgets
- m) Act as a link between management and council, council and chancellor
- n) Provide leadership to all members of staff , students and other stakeholders
- o) Attend to personnel matters on behalf of the council and ensure effective management of succession plans as well as maintain a conducive work environment for attracting , retaining and motivating employees
- p) Ensure continuous improvement in the quality and value of services offered
- q) Ensure continuous achievement of the university's financial and operating goals and objectives
- r) Foster a corporate culture that promotes corporate image
- s) Principal spokesperson of the university
- t) Oversee the amicable industrial relationship between the university council and the employees
- u) Custodian of instruments of governance e.g. mace, statutes, seal, accreditation report from CUE, the university charter, the university logo

Operational Responsibilities:

N/A

4. Job Dimensions:

Financial Responsibilities

- a) AIE holder for the university
- b) Overall overseer and advisor on prudent financial application and compliance with the budget
- c) Final approver on all travel expenditure
- d) Mandatory signatory for cheques valued over 1 million
- e) Approve release of salaries every month
- f) Present and defend university budget at council level, present to the ministry for consideration/ budget support
- g) Monitor expenditure based on approved budgets. Should there be any variation/ anything outside the budget, approve in line with set statutory guidelines

Responsibility for physical assets

- a) All university buildings, guarantee their safety
- b) Any other asset: motor vehicles, computers, furniture
- c) Office furniture
- d) Office equipment
- e) Official vehicle

Nature of decision making

- a) Strategic decisions
- b) Financial decisions
- c) Analytical decisions
- d) Operational Decisions

5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Earned PhD in any field from a recognised university
<i>Minimum level of professional qualification required to perform effectively in the role</i>
<ul style="list-style-type: none"> a) Should be a member of good standing in recognised professional society specific to area of specialisation b) Must be a full professor
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> a) Detailed knowledge of the entire institution, enabling the job holder to manage teams of professionals / managers and staff across all functional areas within the institution b) Thorough knowledge in the structural legislative and regulatory framework for the administration of University Education in Kenya c) Should have excellent leadership and managerial record including knowledge of public procurement and finance d) Proven track record of international scholarship evidenced by publications in peer reviewed academic/ professional journals e) Experience in national, regional and international networking and ability to mobilise resources for the university's development f) Have excellent understanding of Vision 2030 g) Demonstrated ability to attract resources for research , scholarship and postgraduate support h) Demonstrate competence in postgraduate supervision
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
<ul style="list-style-type: none"> a) Excellent communication skills at organisational and interpersonal levels b) Logical analytical skills c) Problem solving capabilities d) Transparent and integral management e) Leadership skills f) Organisational skills g) Honesty and integrity h) Ability to work under intense pressure i) Negotiation skills j) Ability to work in a team k) Conflict management l) Supervisory skills
<i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i>
<ul style="list-style-type: none"> a) Compliance with chapter 6 of the Constitution of Kenya on Leadership and Integrity b) Must be a full professor
6. Relevant Experience Required:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i>
At minimum an Associate Professor with at least 15 years' experience at senior level in academic or research institution and served as at least Principal or DVC

7. Problem Solving:

Problems often enter new territory, involve significant financial risk and may affect the viability of the whole institution. The job holder will have final accountability for the solution taken.

8. Communication:

Communication/information the job holder needs to understand in order to perform the job:

- a) Basic verbal instructions or requests
- b) Detailed verbal instructions or requests
- c) Simple written instructions or requests
- d) Detailed written procedures
- e) Detailed technical and/or functional instructions or queries
- f) Basic e-mail, fax or mail correspondence
- g) Detailed e-mail, fax or mail correspondence
- h) Written Government policy documents affecting the job holder's area of responsibility
- i) Current legislation affecting the job holder's area of responsibility
- j) Articles and research products affecting the job holder's area of responsibility
- k) Complex research findings published in scientific journals
- l) Program, system or design specifications
- m) Factual reports on aspects of the institution such as policy guidelines
- n) Complex financial reports
- o) In depth technical reports, proposals or project briefs affecting one or more departments
- p) Complex commissioned reports, proposals or project briefs affecting more than one departments
- q) High level proposals on the institution's strategic direction

Communication/information the job holder needs to carry out in order to perform the job:

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Communication requiring a high level of diplomacy and sensitivity
- e) Basic explanation of services to employees of the institution or clients
- f) Detailed technical explanation of services or concepts to employees of the institution or clients
- g) Explanation of complex services or concepts to employees of the institution or clients
- h) Simple verbal instructions to other employees within the institution
- i) Detailed verbal or written instructions or requests to employees of the institution or contractors
- j) Basic e-mail, fax or mail correspondence
- k) Detailed e-mail, fax or mail correspondence
- l) Drafting of factual reports, presentations, procedure or policy documents or training material
- m) Drawing up project briefs
- n) Drawing up program, system, technical or design specifications
- o) Drawing up and amending contracts/drafting of legal documents
- p) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites
- q) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise
- r) Negotiation with customers/clients or suppliers over price, contracts or services
- s) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution
- t) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution
- u) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution
- v) Acting as communication spokesperson for the institution with the press, top government officials (local or international)

9. Sapiential Authority

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Sets the strategic direction of the whole institution
<i>Job holders' influence over subordinates and colleagues:</i>
<ul style="list-style-type: none"> a) The role requires the holder to allocate work to subordinates, project team members and contractors b) The role requires the holder to coordinate the work of project team members and contractors c) The role requires the holder to supervise/ directly manage subordinates d) The role requires the holder to provide leadership through subordinates
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
<ul style="list-style-type: none"> a) The job holder conveys information to people within and outside the department and university and at senior management level b) The job holder is required to persuade people within and outside the department and university and at senior management level c) The job holder is required to negotiate with people within and outside the department and university and at senior management level
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<i>Job Hazards</i>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

2.2. Deputy Vice Chancellor Planning Administration and Finance

1. Background Information			
Job Title: Deputy Vice Chancellor Planning, Administration and Finance	Job Level: JOOUST/PAF/003	Current Grade: 17	No. of Posts: 1
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Planning, Administration and Finance		Department/ Section/Unit: N/A	
Reports to: Vice Chancellor			
Direct Reports: a) Registrar Planning and Administration b) Finance Officer c) ICT Director d) Procurement Officer e) Chief Medical Officer f) Director AIDS Control-Alcohol and Drug Abuse Prevention Centre		Indirect Reports: a) Estates Manager b) Transport and Plant Manager c) Deputy Registrar d) Senior Assistant Registrar e) Records Manager f) Assistant Registrar g) Coordinator Alcohol and Drug Abuse h) Coordinator AIDS Control	
2. Purpose of the Job:			
The purpose of this job is to oversee the planning and administrative functions as well as financial operations of the university through the development, implementation and monitoring of policies, procedures and systems to achieve effective and efficient delivery of services to staff, students and relevant stakeholders			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: a) Oversee the development of policies and strategies that provide direction to the management of all functions that fall under the division to ensure efficient performance and delivery of services in the university b) Facilitate the preparation of the university wide budget through the budget committee to forecast and plan for spending needs and ensure timely presentation to treasury for approval and allocation of funds c) Coordinate the preparation and implementation of the university budget, financial statements and management reports to ensure that expenditures are consistent with approved budget and regulatory			

<p>guidelines</p> <ul style="list-style-type: none"> d) Coordinate the design, development, implementation and maintenance of appropriate human resource policies, procedures and systems to attract, develop and retain qualified and experienced human resources e) Determine and advice the management board on the university's development needs with respect to facilities and infrastructure to ensure availability of resources needed to support the achievement of the university's mandate f) Develop and implement procurement policies and procedures to ensure the university receives quality services from suppliers and gets value for its money g) With the Finance Officer ensure availability of resources needed to run the university on a day by day basis to ensure that the university meets all obligations and has sustainable cash flow h) Oversee the development of divisional work plan and monitor implementation and execution of activities as outlined to ensure that targets as set out are achieved i) Oversee the development and maintenance of the university's assets and infrastructure to have the university equipped to offer its services j) Sign the performance contract with the Vice Chancellor and with divisional heads of departments. Further direct and monitor divisional activities to achieve set targets and make quarterly reports on the same. k) Attend to staff welfare issues to ensure productivity in the achievement of the university's objectives l) Participate in the development and implementation of the University policies, procedures and, guidelines as outlined in relevant policies and procedures manuals; accounting standards; and statutory requirement. Further ensure adherence to the same m) Participate in provision of the university's strategy and direction through development of university policies as part of committees such as dean's committee and senate.
<p>Operational Responsibilities:</p> <ul style="list-style-type: none"> a) Conduct annual staff appraisal for staff to provide feedback on their performance, advice on any skills gaps noted and recommend for promotion as necessary b) Regularly monitor activities of all departments under the division to ensure that they deliver on their purpose and operate in line with the division's strategy
<p>4. Job Dimensions:</p>
<p><i>Financial Responsibilities</i></p> <ul style="list-style-type: none"> a) Influence wage bill through rationalisation of the engagement of casual workers b) Oversee the budgeting process of the entire university as the chair of the budget committee c) Coordinate the preparation of the budget for both the division and the university d) Monitor expenditure in the division to ensure that it is in line with approved budget e) Prepare and monitor procurement plan for the division to ensure accurate capturing of the needs of the division in line with the budget allocation f) Sign off to monitor expenditure by university departments to ensure that it is in line with allocated budget
<p><i>Responsibility for physical assets</i></p> <ul style="list-style-type: none"> a) All university buildings, vehicles , equipment and plan and furniture b) Official car c) Office equipment e.g. computer, printer d) Office furniture
<p><i>Nature of decision making</i></p> <ul style="list-style-type: none"> a) Strategic decisions b) Analytical decisions c) Financial decisions d) Operational decisions
<p>5. Qualifications Knowledge and Skills:</p>
<p><i>Minimum level of academic qualifications required to perform effectively in the role</i></p>
<p>An earned Doctor of Philosophy degree in any field</p>

Minimum level of professional qualification required to perform effectively in the role

Registration and active membership to professional association in specific profession

Minimum level of knowledge that would be regularly applied to the job

- a) High level expertise in, and detailed understanding of, a number of different functional areas across the institution
- b) Have capacity to promote learning in a competitive environment through commitment to academic excellence
- c) Possess an outstanding and internationally recognized scholarship record as evidenced by peer-refereed journal publications and university level books or book chapters
- d) Have demonstrated ability to attract research grants
- e) Be familiar with the national education laws and policies and current trends in higher education world-wide
- f) Possess demonstrable knowledge of strategic planning
- g) Good knowledge of Kenya's Vision 2030
- h) Financial Management
- i) Knowledge of the budgeting process
- j) Knowledge and good understanding of the Public Finance Management Act

Typical soft skills that would be regularly applied to the job (Attributes)

- a) Leadership skills
- b) Coordination skills
- c) Analytical skills
- d) Problem solving
- e) Decision making
- f) Team building
- g) Organisational skills
- h) Interpersonal skills
- i) Communication skills
- j) Negotiation skills
- k) Conflict management
- l) Supervisory skills
- m) Ability to work under pressure

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

- a) At least an associate professor
- b) Compliance with Chapter 6 of the constitution of Kenya on leadership and integrity

6. Relevant Experience Required:

Minimum number of months or years of experience the jobholder is required to have to be appointed to the position

At minimum and Associate Professor with at least 10 years academic experience after appointment as senior lecturer in a university having held senior administrative posts such as Deputy Principal or principal , Dean/Director of a Faculty/School

7. Problem Solving:

Problems are strategic, affecting more than one area of the institution. Solutions will involve significant financial risk, and be decided as part of a board or senior management team.

8. Communication:

Communication/information the job holder needs to understand in order to perform the job:

- a) Basic verbal instructions or requests
- b) Detailed verbal instructions or requests
- c) Simple written instructions or requests
- d) Detailed written procedures
- e) Detailed technical and/or functional instructions or queries
- f) Basic e-mail, fax or mail correspondence
- g) Detailed e-mail, fax or mail correspondence
- h) Written Government policy documents affecting the job holder's area of responsibility
- i) Current legislation affecting the job holder's area of responsibility
- j) Factual reports on aspects of the institution such as policy guidelines
- k) Complex financial reports
- l) In depth technical reports, proposals or project briefs affecting one or more departments
- m) Complex commissioned reports, proposals or project briefs affecting more than one departments
- n) High level proposals on the institution's strategic direction

Communication/information the job holder needs to carry out in order to perform the job:

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Communication requiring a high level of diplomacy and sensitivity
- e) Basic explanation of services to employees of the institution or clients
- f) Detailed technical explanation of services or concepts to employees of the institution or clients
- g) Explanation of complex services or concepts to employees of the institution or clients
- h) Simple verbal instructions to other employees within the institution
- i) Detailed verbal or written instructions or requests to employees of the institution or contractors
- j) Basic e-mail, fax or mail correspondence
- k) Detailed e-mail, fax or mail correspondence
- l) Drafting of factual reports, presentations, procedure or policy documents or training material
- m) Drawing up project briefs
- n) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- o) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution
- p) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution

9. Sapiential Authority

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

N/A

10. Influence:

Job holder's influence over practices, policies or strategy:

Sets the strategic direction of the whole institution

Job holders' influence over subordinates and colleagues:

- a) The role requires the holder to allocate work to subordinates
- b) The role requires the holder to coordinate the work of project team members
- c) The role requires the holder to supervise/ directly manage subordinates
- d) The role requires the holder to provide leadership through subordinates

Job holders' influence over people outside the directorate but within the institution and people outside the institution

- d) The job holder conveys information to people within university and at senior management level
- e) The job holder is required to persuade people within university and at senior management level
- f) The job holder is required to negotiate with people within university and at senior management level

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

No Hazards usual office situation.

2.3. Registrar, Planning and Administration

1. Background Information			
Job Title: Registrar, Planning and Administration	Job Level: JOOUST/PAF/005	Current Grade: 15	No. of Posts: 1
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Planning, Administration and Finance		Department/ Section/Unit: Planning and Administration	
Reports to: Deputy Vice Chancellor (Planning, Administration and Finance)			
Direct Reports: a) Deputy Registrar b) Senior Assistant Registrar c) Records Manager d) Estates Manager e) Transport and Plant Manager f) Assistant Registrar		Indirect Reports: a) Transport Officer b) Plant Officer c) Maintenance Officer d) Building and construction manager	
2. Purpose of the Job:			
The purpose of this job is to provide strategic advice, guidance and leadership across the institution on all aspects of the key risk areas of human resources and lead the strategic development across the range of human resource areas and ensure that HR policies and procedures are legally compliant. Further responsible for the supervision and management of the administrative and planning functions of the university to ensure that the strategic plan and other plans are implemented and the efficiency and effectiveness of service delivery.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: a) Act as custodian of staff records through facilitation of smooth and efficient operations of the personnel, central and confidential registries to ensure safe custody and maintenance of all staff records b) Evaluate reports, decisions and results of the division in relation to established goals and recommend new approaches, policies and procedures to effect continual improvement in efficiency of the division c) Responsible for establishment and management of effective and efficient structures and systems for human resource management. Further facilitate the development, formulation and implementation of appropriate human resource policies, plans and procedures that attract and retain qualified and experienced human resources to facilitate achievement of all the university's objectives d) Coordinate matters on performance contracting, annual staff performance, appraisals, appointments, promotions, staff retirement and disciplinary action, sanction of leave to ensure smooth running of the			

Human Resource Function of the university
<ul style="list-style-type: none"> e) Determine equitable monetary and non-monetary remuneration of employees in the university within the legal and statutory frameworks to thus retain qualified staff f) Coordinate the training and development programmes of staff in the university and ensure implementation to ensure that staff have requisite relevant skills to deliver on the university's objectives g) Undertake appropriate risk assessment with regard to the division's activities at the departmental, functional and corporate level to inform management decisions and to develop mitigation measures if need be h) Provide advisory services on matters human resource to the university's management and other members of staff as need be. i) Provide dynamic and effective leadership and day to day management of the departmental and operational activities to ensure effective, efficient and economic deployment of physical, financial and human resources j) Ensure industrial peace in the university through provision of advisory services during collective bargaining, joint consultations and settlement of disputes.
Operational Responsibilities:
<ul style="list-style-type: none"> a) Prepare briefs to management on operations and issues under the Planning and Administration arm to inform management decisions b) Participate in the development and implementation of the University policies, procedures and, guidelines as outlined in relevant policies and procedures manuals; accounting standards; and statutory requirement. Further ensure adherence to the same c) As part of the University Management Board, assist council in the daily running of the university through, enforcement and monitoring of policies that guide the running of the institution d) Regularly monitor activities of all departments under the division to ensure that they deliver on their purpose and operate in line with the division's strategy e) Facilitate development of divisional work plan and monitor implementation and execution of activities as outlined. f) Conduct annual staff appraisal for staff to provide feedback on their performance, advice on any skills gaps noted and recommend for promotion as necessary. g) Locally participate in the University liaison committee that brings the university community and local community together h) Act as secretary or provide secretariat to committees as provided for by the university statutes. i) Member of various committees as prescribed by the university statutes
4. Job Dimensions:
<i>Financial Responsibilities</i>
<ul style="list-style-type: none"> a) Control and manage expenditure under the registrar's budget to ensure compliance to allocated funds b) Facilitate the preparation of the budget for the department c) Facilitate the budgeting process of the entire university as a member of the budget committee d) Prepare the department's procurement plan
<i>Responsibility for physical assets</i>
<ul style="list-style-type: none"> a) All university vehicles and tractors b) Office furniture and equipment
<i>Nature of decision making</i>
<ul style="list-style-type: none"> a) Strategic decisions b) Financial decisions c) Operational decisions d) Analytical decision
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Masters degree in Human Resource Administration or its equivalent
<i>Minimum level of professional qualification required to perform effectively in the role</i>

<ul style="list-style-type: none"> a) CPS (K) b) Membership to Institute of Certified Public Secretaries of Kenya (ICPSK)
Minimum level of knowledge that would be regularly applied to the job
<ul style="list-style-type: none"> a) High level expertise in, and detailed understanding of, a number of different functional areas across the institution b) Knowledge of relevant legislation such as labour laws c) Knowledge of professional standards governing Human Resource Management d) Knowledge of Human Resource Information Systems e) Excellent knowledge of university statutes, Charter and Act f) Excellent report writing skills for management decisions
Typical soft skills that would be regularly applied to the job (Attributes)
<ul style="list-style-type: none"> a) Leadership skills b) Excellent communication skills c) Negotiation skills d) Team building e) Supervisory skills f) Ability to work in a team g) Ability to work under pressure h) Conflict resolution i) Problem solving skills
Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role
Compliance with chapter 6 of the constitution on leadership and integrity
6. Relevant Experience Required:
Minimum number of months or years of experience the jobholder is required to have to be appointed to the position
At least 15 years' experience in administration or Human Resource management with at least 3 years as a deputy registrar
7. Problem Solving:
Problems are strategic, affecting more than one area of the institution. Solutions will involve significant financial risk, and be decided as part of a board or senior management team
8. Communication:
Communication/information the job holder needs to understand in order to perform the job:
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence h) Written Government policy documents affecting the job holder's area of responsibility i) Current legislation affecting the job holder's area of responsibility j) Articles and research products affecting the job holder's area of responsibility

- k) Program, system or design specifications
- l) Factual reports on aspects of the institution such as policy guidelines
- m) Complex financial reports
- n) In depth technical reports, proposals or project briefs affecting one or more departments
- o) Complex commissioned reports, proposals or project briefs affecting more than one departments
- p) High level proposals on the institution's strategic direction

Communication/information the job holder needs to carry out in order to perform the job:

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Communication requiring a high level of diplomacy and sensitivity
- e) Basic explanation of services to employees of the institution or clients
- f) Detailed technical explanation of services or concepts to employees of the institution or clients
- g) Explanation of complex services or concepts to employees of the institution or clients
- h) Simple verbal instructions to other employees within the institution
- i) Detailed verbal or written instructions or requests to employees of the institution or contractors
- j) Basic e-mail, fax or mail correspondence
- k) Detailed e-mail, fax or mail correspondence
- l) Drafting of factual reports, presentations, procedure or policy documents or training material
- m) Drawing up project briefs
- n) Drawing up program, system, technical or design specifications
- o) Drawing up and amending contracts/drafting of legal documents
- p) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites
- q) Negotiation with customers/clients or suppliers over price, contracts or services
- r) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution
- s) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- t) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution
- u) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution

9. Sapiential Authority

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

N/A

10. Influence:

Job holder's influence over practices, policies or strategy:

Sets the strategic direction of the whole institution

Job holders' influence over subordinates and colleagues:

- a) The role requires the holder to allocate work to subordinates, and project team members
- b) The role requires the holder to coordinate the work of some subordinates and project team members
- c) The role requires the holder to supervise/ directly manage subordinates
- d) The role requires the holder to provide leadership through subordinates

Job holders' influence over people outside the directorate but within the institution and people outside the institution

<ul style="list-style-type: none"> a) The job holder conveys information to people within and outside the department and university and at senior management level b) The job holder is required to persuade people within and outside the department and university and at senior management level c) The job holder is required to negotiate with people within and outside the department and university and at senior management level
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world
<i>Job Hazards</i>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

2.4. Director, AIDS Control-Alcohol and Drug Abuse Prevention Centre

1. Background Information			
Job Title: Director, AIDS Control-Alcohol and Drug Abuse Prevention Centre	Job Level: JOOUST	Current Grade: N/A	No. of Posts: 1
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Planning, Administration and Finance		Department/ Section/Unit:	
Reports to: Deputy Vice Chancellor (Planning, Administration and Finance)			
Direct Reports: a) Coordinator HIV/AIDS prevention b) Coordinator, Alcohol and Drug Abuse c) Secretaries		Indirect Reports: a) Counsellors b) Administrative Assistants c) Records clerk d) Support Staff	
2. Purpose of the Job:			
The purpose of this job is to provide direction and facilitate activities aimed at the prevention, management, monitoring of alcohol and drug abuse and HIV/ AIDS among members of staff and students at Jaramogi Oginga Odinga University of Science and Technology			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: a) Facilitate the preparation of work plans for both National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA) and the National Aids Control Council to plan out activities for each quarter as per the Performance Contract b) Prepare quarterly reports to NACADA and NACC to provide information on the directorate's activities and challenges c) Facilitate the organization of activities for students and staff aimed at awareness creation on alcohol, drug abuse and HIV/AIDS d) Facilitate resource mobilization for the directorate through strategic collaborations with partners to assist in equipping the directorate e) Initiate and implement programmes geared towards prevention of alcohol and drug abuse and the prevention of HIV/AIDS among students and staff at the university			

Operational Responsibilities:
<ul style="list-style-type: none"> a) Facilitate capacity building workshops for staff and students on matters about alcohol, drug abuse, HIV/AIDS as per the directorate's mandate b) Conduct surveys on issues around alcohol, drug abuse and HIV/AIDS to inform the direction of the directorate c) Organise and facilitate outreach in schools and the immediate community on alcohol, drug abuse and HIV/AIDS to impart knowledge and offer counselling services
4. Job Dimensions:
<i>Financial Responsibilities</i>
<ul style="list-style-type: none"> a) Facilitate the development of the directorate's budget b) Monitor expenditure against the budget to ensure compliance to allocations c) Facilitate the preparation of the procurement plan for the division and monitor procurement requests against the same and in line with allocated budget
<i>Responsibility for physical assets</i>
<ul style="list-style-type: none"> a) Office furniture b) Office equipment e.g. computer, printer, fan
<i>Nature of decision making</i>
<ul style="list-style-type: none"> a) Strategic decisions b) Analytical decisions c) Financial decisions d) Operational decisions
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
An earned PhD
<i>Minimum level of professional qualification required to perform effectively in the role</i>
N/A
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> a) In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields b) Financial Management c) Computer literacy d) An understanding of policies on Alcohol and Drug Abuse and HIV and AIDS e) Human resource management f) Counselling skills g) A good grasp of corporate governance
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
<ul style="list-style-type: none"> a) Communication skills b) Interpersonal skills c) Organisational skills d) Leadership skills e) Problem solving skills f) Team building skills g) Supervisory skills h) Negotiation skills

i) Critical thinking

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

- a) Compliance with chapter 6 of the constitution of Kenya
- b) Senior lecture or senior research fellow

6. Relevant Experience Required:

Minimum number of months or years of experience the jobholder is required to have to be appointed to the position

10 years teaching experience

7. Problem Solving:

Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline

8. Communication:

Communication/information the job holder needs to understand in order to perform the job:

- a) Basic verbal instructions or requests
- b) Detailed verbal instructions or requests
- c) Simple written instructions or requests
- d) Detailed written procedures
- e) Detailed technical and/or functional instructions or queries
- f) Basic e-mail, fax or mail correspondence
- g) Detailed e-mail, fax or mail correspondence
- h) Written Government policy documents affecting the job holder's area of responsibility
- i) Current legislation affecting the job holder's area of responsibility
- j) Articles and research products affecting the job holder's area of responsibility
- k) Complex research findings published in scientific journals
- l) Program, system or design specifications
- m) Factual reports on aspects of the institution such as policy guidelines
- n) High level proposals on the institution's strategic direction

Communication/information the job holder needs to carry out in order to perform the job:

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Communication requiring a high level of diplomacy and sensitivity
- e) Basic explanation of services to employees of the institution or clients
- f) Explanation of complex services or concepts to employees of the institution or clients
- g) Simple verbal instructions to other employees within the institution
- h) Detailed verbal or written instructions or requests to employees of the institution or contractors
- i) Basic e-mail, fax or mail correspondence
- j) Detailed e-mail, fax or mail correspondence
- k) Drafting of factual reports, presentations, procedure or policy documents or training material

9. Sapiential Authority

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

N/A

10. Influence:

Job holder's influence over practices, policies or strategy:

Sets the strategic direction of an entire directorate

Job holders' influence over subordinates and colleagues:

- a) The role requires the holder to allocate work to subordinates and project team members
- b) The role requires the holder to coordinate the work of project team members
- c) The role requires the holder to supervise/ directly manage subordinates
- d) The role requires the holder to provide leadership through subordinates

Job holders' influence over people outside the directorate but within the institution and people outside the institution

- a) The job holder conveys information to people within and outside the department and institution
- b) The job holder is required to persuade people within and outside the department and institution
- c) The job holder is required to negotiate with people within and outside the department and institution

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

No Hazards usual office situation.

2.5. Senior Assistant Registrar

1. Background Information			
Job Title: Senior Assistant Registrar	Job Level: JOOUST/PAF/007	Current Grade: 13	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Planning, Administration and Finance		Department/ Section/Unit: Administration and Planning	
Reports to: Registrar, Planning Administrative and Finance			
Direct Reports: Assistant Registrar I		Indirect Reports: a) Senior Administrative Assistant I b) Senior Administrative Assistant II c) Senior Administrative Assistant III d) Administrative Assistant I e) Administrative Assistant II f) Administrative Assistant III g) Secretaries h) Officer Assistants i) Clerks	
2. Purpose of the Job:			
This position is responsible for management of Administrative and managerial services of planning, organizing leading and controlling in implementation of administrative policy, standards, and procedures for the delivery of university strategic objectives.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities: a) Participate in the development of policies and strategies for the department to facilitate the achievement of the university's core mandate b) Develop work plans for the department and division for the purpose of smooth running of operations and achievement of departmental and university targets			

<ul style="list-style-type: none"> c) Participate preparation of procurement plans to ensure the required equipment and materials are made available to facilitate operations within the university d) Generate, develop and maintain reports for statutory committees for decision making by university management e) Allocate duties and supervise subordinates to ensure efficient and effective use of resources to attain departmental objectives f) Appraise subordinates against the set targets in order to take corrective action or identify need and recommend training in order to meet required competencies g) Provide secretariat to university statutory committees to ensure efficient and effective operations of the committees h) Liaison role between senior management and other university stakeholders to ensure effective communication i) Provide coaching and mentoring to the administrative staff for conformity, growth and enhancement of productivity within the department j) Counsel staff on issues related to work to ensure employees' behavior conforms to organizational culture and enhance productivity k) Provide real time data for effective decision making by management
4. Job Dimensions:
<i>Financial Responsibilities</i>
Provide input into the budget process for the department
<i>Responsibility for physical assets</i>
<ul style="list-style-type: none"> a) Computer b) Printer c) Photocopying machine d) Office furniture
<i>Nature of decision making</i>
<ul style="list-style-type: none"> a) Analytical decisions b) Operational decisions
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
<p>Master's degree in public Administration or Human Resource Management or relevant field from a recognised institution</p> <p>Bachelor's degree in Social Sciences or relevant field from a recognised institution</p>
<i>Minimum level of professional qualification required to perform effectively in the role</i>
<ul style="list-style-type: none"> a) Certified Public Secretaries K (CPS(K)) or its equivalent b) Register member of a professional body c) At least 12 CPD points yearly
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> a) Mastery of the concepts and principles of a specialist field, ability to manage other professionals or experts in this field b) Knowledge of relevant legislation including Labour Laws, Employment Act, Ethics and Integrity Act c) Statistical software packages d) Computer literacy
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>

<ul style="list-style-type: none"> a) Communication skills b) Interpersonal skills, c) Organisational skills d) Ability to work under pressure e) Team building f) Problem solving g) Conflict management h) Supervisory
<p>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</p>
<ul style="list-style-type: none"> a) Meets the requirements of Chapter six and Chapter ten of the Constitution of Kenya 2010 b) Compliance with University code of conduct
<p>6. Relevant Experience Required:</p>
<p>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</p>
<p>12years experience 3 years of which as an Assistant Registrar I</p>
<p>7. Problem Solving:</p>
<p>Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.</p>
<p>8. Communication:</p>
<p>Communication/information the job holder needs to understand in order to perform the job:</p>
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence h) Written Government policy documents affecting the job holder's area of responsibility i) Factual reports on aspects of the institution such as policy guidelines j) In depth technical reports, proposals or project briefs affecting one or more departments
<p>Communication/information the job holder needs to carry out in order to perform the job:</p>
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Communication requiring a high level of diplomacy and sensitivity e) Basic explanation of services to employees of the institution or clients f) Detailed technical explanation of services or concepts to employees of the institution or clients g) Simple verbal instructions to other employees within the institution h) Detailed verbal or written instructions or requests to employees of the institution or contractors i) Basic e-mail, fax or mail correspondence j) Detailed e-mail, fax or mail correspondence k) Drafting of factual reports, presentations, procedure or policy documents or training material l) Drawing up project briefs m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites

n) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Influences or changes broad practices or policies affecting a whole department
<i>Job holders' influence over subordinates and colleagues:</i>
a) Allocate work subordinate b) Supervise subordinates
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
a) Convey information in the institution b) Convey information outside the institution c) Persuasion inside the institution d) Negotiation outside
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<i>Job Hazards</i>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

2.6. Assistant Registrar I

1. Background Information			
Job Title: Assistant Registrar I	Job Level: JOOUST/PAF/008	Current Grade: 12	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Planning, Administration and Finance		Department/ Section/Unit: Administration and Planning	
Reports to: Registrar, Planning Administrative and Finance			
Direct Reports: a) Senior Administrative Assistant I b) Senior Administrative Assistant II c) Senior Administrative Assistant III d) Administrative Assistant I e) Administrative Assistant II f) Administrative Assistant III g) Secretaries h) Officer Assistants i) Clerks		Indirect Reports: N/A	
2. Purpose of the Job:			
This position is responsible for administrative and management roles and responsibilities relating to planning, recruitment, training, admissions, development, marketing, staff welfare, students affairs for efficient and effective implementation of university policies, rules, regulations and strategies			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities: a) Participate in the development of policies and strategies for the department to facilitate the achievement of the university's core mandate b) Develop work plans for the department and division for the purpose of smooth running of operations and achievement of departmental and university target c) Development of procurement plans to ensure the required equipment and materials are made available to			

<p>facilitate operations within the university</p> <p>d) Generate, develop and maintain reports board papers, records of statutory committees for decision making and posterity of the university</p> <p>e) Allocate duties and supervise subordinates for efficient and effectiveness in attaining the objectives of the department and the university</p> <p>f) Appraise subordinates against the set targets in order to take corrective action or identify need and recommend training</p> <p>g) Provide secretariat to university statutory committees to ensure efficient and effective operations of the committees</p> <p>h) Liaison role between senior management and other university stakeholders to ensure effective communication</p> <p>i) Provide coaching and mentoring to the administrative staff for conformity, growth and enhancement of productivity within the department</p>
4. Job Dimensions:
<i>Financial Responsibilities</i>
Provide input into the budget process for the department
<i>Responsibility for physical assets</i>
<p>a) Computer</p> <p>b) Laptop</p> <p>c) Printer</p> <p>d) Photocopying machine</p> <p>e) Office furniture</p>
<i>Nature of decision making</i>
<p>a) Analytical decisions</p> <p>b) Operational decisions</p>
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
<p>Master's degree in public Administration or Human Resource Management or relevant field from a recognised institution</p> <p>Bachelor's degree in Social Sciences or relevant field from a recognised institution</p>
<i>Minimum level of professional qualification required to perform effectively in the role</i>
<p>a) CPS(K) or its equivalent</p> <p>b) At least 12 CPD points yearly</p>
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<p>a) Management of Administrative Support Services which includes development and implementation of administrative policy, standards, and procedures for the delivery of strategic objectives. In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields</p> <p>b) Knowledge of relevant legislation including Labour Laws, Employment Act</p> <p>c) Statistical software packages</p> <p>d) Computer literacy</p>
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>

<ul style="list-style-type: none"> a) Communication skills b) Interpersonal skills, c) Organisational skills d) Ability to work under pressure e) Team building f) Problem solving g) Conflict management h) Supervisory
<p>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</p>
<ul style="list-style-type: none"> a) Meets the requirements of Chapter six and Chapter ten of the Constitution of Kenya 2010 b) Compliance with University code of conduct
<p>6. Relevant Experience Required:</p>
<p>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</p>
<p>9years experience 3 years of which as an Assistant Registrar II</p>
<p>7. Problem Solving:</p>
<p>Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.</p>
<p>8. Communication:</p>
<p>Communication/information the job holder needs to understand in order to perform the job:</p>
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence h) Written Government policy documents affecting the job holder's area of responsibility i) Current legislation affecting the job holder's area of responsibility j) Factual reports on aspects of the institution such as policy guidelines k) In depth technical reports, proposals or project briefs affecting one or more departments
<p>Communication/information the job holder needs to carry out in order to perform the job:</p>
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Communication requiring a high level of diplomacy and sensitivity e) Basic explanation of services to employees of the institution or clients f) Detailed technical explanation of services or concepts to employees of the institution or clients g) Simple verbal instructions to other employees within the institution h) Detailed verbal or written instructions or requests to employees of the institution or contractors i) Basic e-mail, fax or mail correspondence j) Detailed e-mail, fax or mail correspondence k) Drafting of factual reports, presentations, procedure or policy documents or training material l) Drawing up project briefs m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or

internet sites n) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Influences or changes broad practices or policies affecting a whole department
<i>Job holders' influence over subordinates and colleagues:</i>
a) Allocate work subordinate b) Coordinate subordinates c) Supervise subordinates
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
a) Convey information in the institution b) Convey information outside the institution c) Persuasion outside the institution
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<i>Job Hazards</i>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

2.7. Senior Administrative Assistant I

1. Background Information			
Job Title: Senior Administrative Assistant I	Job Level: JOOUST/PAF/o10	Current Grade: 10	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Planning, Administration and Finance		Department/ Section/Unit: Administration and Planning	
Reports to: Registrar, Planning Administrative and Finance			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
This position is responsible for Coordination of departmental administrative functions, processes and systems by ensuring consistency, efficiency and effectiveness and adopting best practices to support teaching, consultancy, research and community outreach			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities:			
<ul style="list-style-type: none"> a) Participate in development of departmental procedures and objectives to support the realization of the university's mandate b) Participate in performance contracting activities for the set targets in each financial year within the department/directorate c) Participate in development of procurement plan, budgets and work plans for the department to ensure operational efficiency d) Coordinate workshops, conferences and seminars and compile reports and workshop proceedings e) Arrange for, coordinate meetings, record minutes and prepare relevant briefs for departmental meeting to facilitate decision making f) Implement and maintain quality management systems for efficiency and effectiveness g) Interpret and implement policies and strategies at the department level to ensure quality assurance 			

<ul style="list-style-type: none"> h) Provide customer care support through timely response to queries to ensure customer satisfaction i) Participate in outreach activities including shows and exhibitions in fulfilling the university's mandate j) Conduct orientation for new members in the department k) Write and generate reports on daily statistics for departments for Head of Department's action
4. Job Dimensions:
<i>Financial Responsibilities</i>
Provide input into the budget process for the department
<i>Responsibility for physical assets</i>
<ul style="list-style-type: none"> a) Computer b) Printer c) Photocopying machine d) Scanner
<i>Nature of decision making</i>
<ul style="list-style-type: none"> a) Analytical decisions b) Operational decisions
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Bachelor's degree in Social Sciences or relevant field from a recognised institution
<i>Minimum level of professional qualification required to perform effectively in the role</i>
N/A
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience b) Computer literacy
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
<ul style="list-style-type: none"> a) Communication skills b) Interpersonal skills, c) Organisational skills d) Ability to work under pressure e) Team building f) Problem solving g) Conflict management, h) Supervisory i) Ability to prioritise
<i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i>

<ul style="list-style-type: none"> a) Meets the requirements of Chapter six and Chapter ten of the Constitution of Kenya 2010 b) Compliance with Executive order No. 6 c) Compliance with University code of conduct
6. Relevant Experience Required:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i>
3years experience as an Administrative Assistant I
7. Problem Solving:
Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems.
8. Communication:
<i>Communication/information the job holder needs to understand in order to perform the job:</i>
<ul style="list-style-type: none"> a) Detailed verbal instructions or requests b) Detailed written procedures c) Detailed technical and/or functional instructions or queries d) Detailed e-mail, fax or mail correspondence e) Written Government policy documents affecting the job holder's area of responsibility f) Current legislation affecting the job holder's area of responsibility g) Factual reports on aspects of the institution such as policy guidelines
<i>Communication/information the job holder needs to carry out in order to perform the job:</i>
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Simple verbal instructions to other employees within the institution f) Detailed verbal or written instructions or requests to employees of the institution or contractors g) Detailed e-mail, fax or mail correspondence h) Drafting of factual reports, presentations, procedure or policy documents or training material
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Influences or changes specific administrative or operational practices in a team, section or unit
<i>Job holders' influence over subordinates and colleagues:</i>

Coordinate subordinates

Job holders' influence over people outside the directorate but within the institution and people outside the institution

- a) Convey information in the institution
- b) Convey information outside the institution

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

2.8. Senior Administrative Assistant II

1. Background Information			
Job Title: Senior Administrative Assistant II	Job Level: JOOUST/PAF/o11	Current Grade: 9	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Planning, Administration and Finance		Department/ Section/Unit: Administration and Planning	
Reports to: Registrar, Planning Administrative and Finance			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
This position is responsible for Coordination of departmental administrative functions, processes and systems by ensuring consistency, efficiency and effectiveness and adopting best practices to support teaching, consultancy, research and community outreach			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: Supervise subordinate staff in the departments for improved delivery of services			
Operational Responsibilities: <ol style="list-style-type: none"> Participate in development of departmental procedures and objectives to support the realization of the university's mandate Participate in development of procurement plan, budgets and work plans for the department to ensure operational efficiency Participate and contribute in development policies and strategies to achieve the objectives of the university Coordinate workshops, conferences and seminars and compile reports and workshop proceedings Collect, collate, analyze data and prepare reports for managing decisions to uphold quality assurance Arrange for, coordinate meetings, record minutes and prepare relevant briefs for departmental meeting to facilitate decision making Implement and maintain quality management systems for efficiency and effectiveness Interpret and implement policies and strategies at the department level to ensure quality assurance Provide customer care support through timely response to queries to ensure customer satisfaction 			

- j) Handle complaints and compliments in the department and provide feedback for continual improvement
- k) Participate in the preparation of performance contracting records within the department for the set targets
- l) Participate in outreach activities including shows and exhibitions in fulfilling the university's mandate
- m) Conduct orientation for new members in the department
- n) Participate in admission of new students
- o) Write and generate reports on daily statistics for departments for Head of Department's action

4. Job Dimensions:

Financial Responsibilities

Provide input into the budget process for the department

Responsibility for physical assets

- a) Computer
- b) Printer
- c) Photocopying machine
- d) Scanner

Nature of decision making

- a) Analytical decisions
- b) Operational decisions

5. Qualifications Knowledge and Skills:

Minimum level of academic qualifications required to perform effectively in the role

Bachelor's degree in Public Administration or Human Resource Management or relevant field from a recognised institution

Minimum level of professional qualification required to perform effectively in the role

N/A

Minimum level of knowledge that would be regularly applied to the job

- a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
- b) Computer literacy

Typical soft skills that would be regularly applied to the job (Attributes)

- a) Communication skills
- b) Interpersonal skills,
- c) Organisational skills
- d) Ability to work under pressure
- e) Team building
- f) Problem solving
- g) Conflict management,
- h) Supervisory
- i) Ability to prioritise

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

<ul style="list-style-type: none"> a) Meets the requirements of Chapter six and Chapter ten of the Constitution of Kenya 2010 b) Compliance with Executive order No. 6 c) Compliance with University code of conduct
6. Relevant Experience Required:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i>
3years experience as an Administrative Assistant I
7. Problem Solving:
Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems.
8. Communication:
<i>Communication/information the job holder needs to understand in order to perform the job:</i>
<ul style="list-style-type: none"> a) Detailed verbal instructions or requests b) Detailed written procedures c) Detailed technical and/or functional instructions or queries d) Basic e-mail, fax or mail correspondence e) Detailed e-mail, fax or mail correspondence f) Written Government policy documents affecting the job holder's area of responsibility g) Current legislation affecting the job holder's area of responsibility h) Factual reports on aspects of the institution such as policy guidelines
<i>Communication/information the job holder needs to carry out in order to perform the job:</i>
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Simple verbal instructions to other employees within the institution f) Detailed verbal or written instructions or requests to employees of the institution or contractors g) Detailed e-mail, fax or mail correspondence h) Drafting of factual reports, presentations, procedure or policy documents or training material
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Influences or changes specific administrative or operational practices in a team, section or unit
<i>Job holders' influence over subordinates and colleagues:</i>

Coordinate subordinates

Job holders' influence over people outside the directorate but within the institution and people outside the institution

- a) Convey information in the institution
- b) Convey information outside the institution

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

2.9. Administrative Assistant I

1. Background Information			
Job Title: Administrative Assistant I	Job Level: JOOUST/PAF/012	Current Grade: 8	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Planning, Administration and Finance		Department/ Section/Unit: Administration and Planning	
Reports to: Registrar, Planning Administrative and Finance			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
This position is responsible for Coordination of departmental administrative functions, processes and systems by ensuring consistency, efficiency and effectiveness and adopting best practices to support teaching, consultancy, research and community outreach			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: Supervise subordinate staff in the departments for improved delivery of services			
Operational Responsibilities: a) Participate in development of departmental procedures and objectives to support the realization of the university's mandate b) Participate in development of procurement plan, budgets and work plans for the department to ensure operational efficiency c) Participate and contribute in development policies and strategies to achieve the objectives of the university d) Provide secretariat services and relevant departmental and university committees e) Coordinate workshops, conferences and seminars and compile reports and workshop proceedings f) Collect, collate, analyze data and prepare reports for managing decisions to uphold quality assurance g) Arrange for, coordinate meetings, record minutes and prepare relevant briefs for decision making h) Implement and maintain quality management systems for efficiency and effectiveness i) Interpret and implement policies and strategies at the department level to ensure quality assurance			

- j) Provide customer care support through timely response to queries to ensure customer satisfaction
- k) Handle complaints and compliments in the department and provide feedback for continual improvement
- l) Prepare consolidated mark sheet, academic transcript, pass list/resit list for presentation in school board, dean's and Senate's committee
- m) Participate in the preparation of graduation list
- n) Participate in outreach activities including shows and exhibitions in fulfilling the university's mandate
- o) Conduct orientation for new members in the department
- p) Participate in admission of new students

4. Job Dimensions:

Financial Responsibilities

Provide input into the budget process for the department

Responsibility for physical assets

Computer

Nature of decision making

- a) Analytical decisions
- b) Operational decisions

5. Qualifications Knowledge and Skills:

Minimum level of academic qualifications required to perform effectively in the role

Bachelor's degree in Public Administration or Human Resource Management or relevant field from a recognised institution

Minimum level of professional qualification required to perform effectively in the role

N/A

Minimum level of knowledge that would be regularly applied to the job

Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience

Typical soft skills that would be regularly applied to the job (Attributes)

- a) Communication skills
- b) Interpersonal skills,
- c) Organisational skills
- d) Ability to work under pressure
- e) Team building
- f) Problem solving
- g) Conflict management,
- h) Supervisory
- i) Ability to prioritise

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

<ul style="list-style-type: none"> a) Meets the requirements of Chapter six and Chapter ten of the Constitution of Kenya 2010 b) Compliance with Executive order No. 6 c) Compliance with University code of conduct
6. Relevant Experience Required:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i>
Entry level
7. Problem Solving:
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
8. Communication:
<i>Communication/information the job holder needs to understand in order to perform the job:</i>
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence h) Written Government policy documents affecting the job holder's area of responsibility i) Current legislation affecting the job holder's area of responsibility j) Factual reports on aspects of the institution such as policy guidelines
<i>Communication/information the job holder needs to carry out in order to perform the job:</i>
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Communication requiring a high level of diplomacy and sensitivity e) Basic explanation of services to employees of the institution or clients f) Detailed technical explanation of services or concepts to employees of the institution or clients g) Simple verbal instructions to other employees within the institution h) Detailed verbal or written instructions or requests to employees of the institution or contractors i) Basic e-mail, fax or mail correspondence j) Detailed e-mail, fax or mail correspondence k) Drafting of factual reports, presentations, procedure or policy documents or training material l) Drawing up project briefs m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>

Influences or changes specific administrative or operational practices in a team, section or unit
<i>Job holders' influence over subordinates and colleagues:</i>
Coordinate subordinates
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
<ul style="list-style-type: none"> a) Convey information in the institution b) Convey information outside the institution c) Persuasion outside the institution
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<i>Job Hazards</i>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

2.10. Administrative Assistant II

1. Background Information			
Job Title: Administrative Assistant II	Job Level: JOOUST/PAF/o13	Current Grade: 7	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Planning, Administration and Finance		Department/ Section/Unit: Administrative and Planning	
Reports to: Registrar, Planning Administrative and Finance			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
This position is responsible for Coordination of departmental administrative functions, processes and systems by ensuring consistency, efficiency and effectiveness and adopting best practices to support teaching, consultancy, research and community outreach			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities:			
<ul style="list-style-type: none"> a) Participate in development of departmental procedures and objectives to support the realization of the university's mandate b) Participate in development of procurement plan, budgets and work plans for the department to ensure operational efficiency c) Participate and contribute in development policies and strategies to achieve the objectives of the university d) Provide secretariat services and relevant departmental and university committees e) Coordinate workshops, conferences and seminars and compile reports and workshop proceedings f) Collect, collate, analyze data and prepare reports for managing decisions to uphold quality assurance g) Arrange for, coordinate meetings, record minutes and prepare relevant briefs for decision making h) Implement and maintain quality management systems for efficiency and effectiveness i) Interpret and implement policies and strategies at the department level to ensure quality assurance 			

- j) Provide customer care support through timely response to queries to ensure customer satisfaction
- k) Handle complaints and compliments in the department and provide feedback for continual improvement
- l) Prepare consolidated mark sheet, academic transcript, pass list/resit list for presentation in school board, dean's and Senate's committee
- m) Develop, maintain and update documents and records in the department for easy access
- n) Participate in the preparation of graduation list
- o) Participate in outreach activities including shows and exhibitions in fulfilling the university's mandate
- p) Conduct orientation for new members in the department
- q) Participate in admission of new students

4. Job Dimensions:

Financial Responsibilities

N/A

Responsibility for physical assets

- a) Computer

Nature of decision making

- a) Analytical decisions
- b) Operational decisions

5. Qualifications Knowledge and Skills:

Minimum level of academic qualifications required to perform effectively in the role

Diploma in Business Administration or Human Resource Management or CPS 1 or relevant field from a recognised institution

Minimum level of professional qualification required to perform effectively in the role

N/A

Minimum level of knowledge that would be regularly applied to the job

Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience

Typical soft skills that would be regularly applied to the job (Attributes)

- a) Communication skills
- b) Interpersonal skills,
- c) Organisational skills
- d) Ability to work under pressure
- e) Team building
- f) Problem solving
- g) Supervisory

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

<ul style="list-style-type: none"> a) Meets the requirements of Chapter six and Chapter ten of the Constitution of Kenya 2010 b) Compliance with University code of conduct
6. Relevant Experience Required:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i>
3years administrative experience
7. Problem Solving:
Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems.
8. Communication:
<i>Communication/information the job holder needs to understand in order to perform the job:</i>
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence h) Written Government policy documents affecting the job holder's area of responsibility i) Factual reports on aspects of the institution such as policy guidelines
<i>Communication/information the job holder needs to carry out in order to perform the job:</i>
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication requiring a high level of diplomacy and sensitivity d) Basic explanation of services to employees of the institution or clients e) Detailed technical explanation of services or concepts to employees of the institution or clients f) Simple verbal instructions to other employees within the institution g) Detailed verbal or written instructions or requests to employees of the institution or contractors h) Basic e-mail, fax or mail correspondence i) Drafting of factual reports, presentations, procedure or policy documents or training material
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Influences or changes specific administrative or operational practices in a team, section or unit
<i>Job holders' influence over subordinates and colleagues:</i>

Coordinate subordinates

Job holders' influence over people outside the directorate but within the institution and people outside the institution

- a) Convey information in the institution
- b) Convey information outside the institution

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

2.11. Clerk

1. Background Information			
Job Title: Clerk	Job Level: JOOUST/PAF/o16	Current Grade: 3 & 4	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: N/A		Department/ Section/Unit: Administration	
Reports to: Registrar, Planning and Administration			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
This position is responsible in receiving, sorting, filing, dispatching of documents, open and maintain files, compile and process data and forward it to appropriate office			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities: a) Compile staff data to provide accurate information to be used for internal job reviews. b) Sort and profile external job applications received to save time during the recruitment process c) Receive and record complaints from students and forward them to relevant office for actions to promote a conducive learning environment d) Maintain registers of the officer deployed to to track the movement of documents into and out of the office e) Prepare folders for various meetings for ease and organization of documents to be used in departmental meetings. f) Direct customers and visitors to appropriate officers as instructed to promote access to university services .			
4. Job Dimensions:			

Financial Responsibilities
N/A
Responsibility for physical assets
<ul style="list-style-type: none"> a) Computer b) Filing cabinet c) Officer furniture
Nature of decision making
Operational decisions
5. Qualifications Knowledge and Skills:
Minimum level of academic qualifications required to perform effectively in the role
<ul style="list-style-type: none"> a) Certificate in Records/Information Management or Information/Library Science b) Kenya Certificate of Secondary Education Grade C(Plain) or its equivalent
Minimum level of professional qualification required to perform effectively in the role
N/A
Minimum level of knowledge that would be regularly applied to the job
<ul style="list-style-type: none"> a) Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training b) Computer literacy
Typical soft skills that would be regularly applied to the job (Attributes)
<ul style="list-style-type: none"> a) Team building b) Communication skills c) Interpersonal skills d) Ability to work under pressure e) Organizational skills
Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role
Meets the requirements of Chapter six of the Constitution of Kenya 2010
6. Relevant Experience Required:
Minimum number of months or years of experience the jobholder is required to have to be appointed to the position
3 years' experience

7. Problem Solving:
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
8. Communication:
<i>Communication/information the job holder needs to understand in order to perform the job:</i>
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Basic e-mail, fax or mail correspondence
<i>Communication/information the job holder needs to carry out in order to perform the job:</i>
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution e) Basic e-mail, fax or mail correspondence
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Is expected to come up with suggestions on improved practices
<i>Job holders' influence over subordinates and colleagues:</i>
N/A
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
<ul style="list-style-type: none"> a) Convey information inside the institution b) Convey information outside the institution
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

2.12. Officer Assistant

1. Background Information			
Job Title: Officer Assistant	Job Level: JOOUST/PAF/o16	Current Grade: 2, 3 & 4	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: N/A		Department/ Section/Unit: Administration	
Reports to: Registrar, Planning and Administration			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
This position is responsible for receive and dispatch of documents to relevant officers, ensure cleanliness of the office and opening and closing of the officer.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities:			
N/A			
Learning and Teaching Responsibilities:			
N/A			
Community Service and Outreach Responsibilities:			
N/A			
Managerial Responsibilities:			
N/A			
Operational Responsibilities:			
<ul style="list-style-type: none"> a) Open and close officer at appropriate time to control access to these offices and maintain some security. b) Maintain cleanliness of the deployed office to provide conducive environment to conduct duties out of. c) Service tea and snacks to officers and visitors to promote productivity in the office d) Direct visitors and clients to relevant officers as instructed.to promote access to all university services e) Receive documents and mails, and dispatch them to relevant officer to maintain flow of information in the office and university f) File all documents to maintain neat and organised records in the office g) Photocopying documents as instructed to ensure availability of the same for reference 			

4. Job Dimensions:
<i>Financial Responsibilities</i>
N/A
<i>Responsibility for physical assets</i>
Officer furniture
<i>Nature of decision making</i>
Operational decisions
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Kenya Certificate of Secondary Education Grade C(Plain) or its equivalent
<i>Minimum level of professional qualification required to perform effectively in the role</i>
N/A
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> a) Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training b) Computer literacy
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
<ul style="list-style-type: none"> a) Team building b) Communication skills c) Interpersonal skills d) Ability to work under pressure e) Organizational skills
<i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i>
Meets the requirements of Chapter six of the Constitution of Kenya 2010
6. Relevant Experience Required:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i>
N/A
7. Problem Solving:

Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.

8. Communication:

Communication/information the job holder needs to understand in order to perform the job:

- a) Basic verbal instructions or requests
- b) Simple written instructions or requests
- c) Basic e-mail, fax or mail correspondence

Communication/information the job holder needs to carry out in order to perform the job:

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Basic explanation of services to employees of the institution or clients
- d) Simple verbal instructions to other employees within the institution
- e) Basic e-mail, fax or mail correspondence

9. Sapiential Authority

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

N/A

10. Influence:

Job holder's influence over practices, policies or strategy:

Is expected to come up with suggestions on improved practices

Job holders' influence over subordinates and colleagues:

N/A

Job holders' influence over people outside the directorate but within the institution and people outside the institution

- a) Convey information inside the institution
- b) Convey information outside the institution

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

Final Signoff

	Name	Designation	Sign	Date
Head of Department				
Human Resource				

Fair pay for fair play