



## JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

**Job Title:** Strategy Administrator  
**Department:** Strategy and Quality Assurance Services  
**Reporting to:** Strategy Manager

### Basic job summary:

The job holder will be responsible for providing administrative, analytical, and coordination support in the development, implementation and management of the University's strategic initiatives.

### Duties & Responsibilities:

- 1. Strategic Analysis (40%)**
  - Gather and analyze data relevant to the University's strategic objectives.
  - Collaborate with other departments and internal stakeholders to collect relevant data for strategy management.
  - Update the Strategy dashboards and reports with timely, complete and accurate data.
  - Provide insights and recommendations based on data analysis to support strategic decision-making.
  - Assist in researching sector/industry trends, competitors and best practices.
- 2. Documentation and Reporting (30%)**
  - Compile, organize, and maintain strategic documents, plans and reports.
  - Assist in the preparation of presentations and reports for internal and external stakeholders.
  - Ensure accurate and up-to-date documentation of strategic initiatives and outcomes.
- 3. Coordination (20%)**
  - Assist in organizing meetings, workshops and strategy sessions.
  - Distribute relevant information and updates on the progress of strategy implementation.
  - Handle routine administrative tasks to ensure the smooth operation of the strategy department.
- 4. Project Management Support (10%)**
  - Support the Strategy Manager in the execution of strategic projects.
  - Monitor project timelines and deliverables to ensure they align with the overall strategy.
  - Help identify and address any challenges or roadblocks to project success.



# PEOPLE & CULTURE ANNOUNCEMENT



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## Minimum Requirements:

- A Bachelor's degree in a relevant discipline such as business, data analytics or economics from a recognized and accredited institution.
- Minimum of three (3) years of experience in a similar or related position.
- Proficiency in Microsoft Word, Excel and PowerPoint.

## Competencies and Attributes

- Knowledge of higher education processes and practices.
- Analytical thinking.
- Problem-solving skills.
- Excellent report-writing and presentation skills.
- Organizational skills with attention to detail.
- Excellent communication skills.
- Ability to handle confidential information.

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting “**STRATEGY ADMINISTRATOR**” on the subject line to [recruitment@strathmore.edu](mailto:recruitment@strathmore.edu) by **8<sup>th</sup> July 2024**. Due to the large number of applications we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

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