



JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: Administration and Communications Assistant
Department: Centre for Intellectual Property and Information Technology Law (CIPIT)
Reporting to: Finance and Administration Manager

Basic job summary:

This position will be responsible for providing a wide range of administrative, communication and project support services to CIPIT.

Duties & Responsibilities:

Administrative Tasks

1. Office administration duties including but not limited to scheduling meetings, postage/courier, booking taxis for local travel, and stocking of office supplies.
2. Submitting payments and reimbursements for processing.
3. Managing client inquiries on phone and email.
4. Working with the Tech assistant/consultant to upload content on social media platforms and websites and oversee website maintenance/updates/redesigns.
5. Contract management for suppliers and consultants for the grants projects. This also includes sourcing quotations.
6. Events organization.
7. Provide travel support to staff. This includes scheduling flights, booking accommodation, and facilitating per diem.





8. Keeping physical and digital files up to date.
9. Preparation of filing documents, and submission of files at government offices.

Communications Functions/Tasks

1. Event Planning and Management
 - Coordinate and manage events for the Centre, ensuring alignment with institutional objectives.
 - Collaborate with the Communications and University Relations Office to plan, execute, and evaluate events.
2. Communications Liaison for CIPIT
 - Serve as the primary point of contact between the Centre and the Communications and University Relations Office.
 - Ensure the timely development of the Centre's newsletters and marketing collateral, adhering to institutional brand guidelines.
3. Communications Committee Participation and Reporting
 - Attend monthly Communications Committee meetings to represent the Centre.

Provide updates on the Centre's activities, projects, and upcoming initiatives during meetings.

Minimum Academic Qualifications:

- A bachelor's degree in business, administration or communications related field

Experience:

- At least 2 years work experience.

Competencies and Attributes

- Good organizational and time management skills
- An ardent learner



PEOPLE & CULTURE ANNOUNCEMENT



Strathmore
UNIVERSITY

- Office management and Customer care
- Excellent communication skills (both verbal and written).
- Good command of Microsoft office suite
- Team player

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 “**Administration and Communications Assistant**” on the subject line to recruitment@strathmore.edu by **11th November 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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