The Catholic University of Eastern Africa (CUEA) is a chartered private international university which enjoys a heritage of 36 solid years of offering quality education grounded on values. Our vision is to be a world-class university producing transformative leaders for Church and society. Our mission is to promote excellence in research, teaching and community service by preparing morally upright leaders based on the intellectual tradition of the Catholic Church. CUEA has six Faculties: Theology, Education, Law, Arts and Social Sciences, Business and Science. Two institutes: Canon Law and Regional Integration and Development and the Centre for Social Justice and Ethics.

The Catholic University of Eastern Africa wishes to recruit a dynamic, qualified and result oriented person to fill the position of Administrative Assistant

Post Title: Administrative Assistant

Reporting: Reports to Chief Finance Officer.

Duties and Responsibilities:

- Manage phone calls and correspondence (e-mail, letters, packages etc.);
- Create and update records and databases with personnel, financial and other data;
- Track stocks of office supplies and place orders when necessary;
- Conduct clerical duties, including filing and preparing documents;
- Handling accounting information;
- Maintain a strong financial analysis foundation creating forecasts and models;
- Take accurate minutes of meetings;
- Work closely with the accounting team to ensure accurate financial reporting and decision support;
- Any other duty as may be assigned by the supervisor from time to time;
The Catholic University of Eastern Africa-Career Opportunity

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- Any other duty as may be assigned by the supervisor from time to time;

Minimum Qualifications, Skills and Competencies:

- Bachelor’s degree in Commerce (Accounting option) or a relevant field from an accredited institution.
- CPA part II or its equivalent.
- Two (2) years’ working experience.
- Ability to generate, analyse and interpret documents:
- Demonstrate sound judgement, tact and diplomacy and demonstrate proven ability to deal with confidential and sensitive issues.
- Proven administrative experience.

The Person:

- Must be a mature person;
- Must have basic computer skills;
- Must possess good interpersonal and communication skills;
- Be of high Christian morals, values, integrity and maturity;

CUEA is an equal opportunity employer committed to diversity, disability and gender equality. CUEA does not charge for any application, processing, interviewing or any other fee in connection with our recruitment process.

APPLICATION GUIDELINES

Interested applicants should send their application letter, CV, filled application form (available on our website: https://bit.ly/37AK0OR) copies of relevant certificates and transcripts, and three reference letters one from the local parish to be sent to careers@cuea.edu

Applications should reach the Human Resources Manager on or before 17th March 2021.

NB: Only shortlisted candidates shall be contacted.