

Job Description

Title	Assistant Minute Secretary (University Secretariat)
Incumbent Name	New position
Category	Generic support services
Reports to	Secretary University Secretariat
Location/Campus	Kukum Campus /Vice Chancellor Office
Direct Report	None
Summary of Duties	The Assistant Minute Secretary provides executive and administrative support to the Secretary to the University Council and the Manager of University Secretariat as follows:
Detailed Roles & Responsibilities	
	<ul style="list-style-type: none"> • Keeps copies of the SINUs relevant/appropriate legislations and Council approved Policies. • Keeps lists of University Council Members, Council committee members, Members of Senate and the Senior Management Committees and Management Committees. • Issue notices and advice to Council Members of meetings, when and where required. • Keeps record of Council, Senate and SMC attendance and to makes sure that there is a quorum at all Committee meetings of the University. <p>ii) The Assistant Minute Secretary is expected to assist the Secretary in keeping accurate Minutes of meetings, collate all motions and summarise decisions for circulation to all respective Faculty Heads, Department Heads and Managers.</p> <p>iii) Assist the Secretary by organising work, reading and routing correspondence; collecting information; and initiating telecommunications.</p> <p>iv) Assist the Secretary in managing the Records Section by maintaining calendars for department personnel and arranging meetings, conferences, teleconferences, and travel.</p> <p>v) Completes requests by greeting customers, in person or on the telephone, and answering or referring inquiries.</p> <p>vi) Maintains customer confidence and protects operations by keeping information confidential.</p> <p>vii) Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; and verifying receipt of supplies.</p> <p>viii) Keeps equipment operational by following on established procedures prior to meetings with other key support services in particular the ICT Department;</p> <p>ix) Attending to or performing any other duties as required on the instruction of the Secretary and or Manager University Secretariat.</p>

Minute Secretary Qualifications/Skills:	<ul style="list-style-type: none"> • Administrative writing skills • Reporting skills • Organizational and planning skills • Microsoft Office skills • Professionalism, confidentiality, and organization • Travel logistics • Verbal Communication • Driving
Education, Experience, Requirements:	<ol style="list-style-type: none"> 1. Applicants with Bachelor degrees would be preferred with minimum of three year experience in a similar environment especially in a tertiary education environment or a similar organization with excellent note taking, transcription, and computer literacy skills. 2. The ideal candidate should possess strong organizational skills, time and ability to meet deadlines and produce notes and Minutes in a timely manner for distribution and action by the Secretariat, the Management and Council. 3. Excellent English language (grammar, sentence structure, etc) skills are necessary; 4. Ability to work long hours, and outside normal working hours is necessary 5. Shorthand skills highly desirable.