



# UNIVERSITY OF NAIROBI

## LEADERSHIP FOR SUSTAINED EXCELLENCE

### DECLARATION OF VACANCIES FOR THE POSITION OF EXECUTIVE DIRECTOR, UON ALUMNI ASSOCIATION, ALUMNI OFFICER (MARKETING & MEMBERSHIP) AND ICT OFFICER, UON ALUMNI ASSOCIATION

The University of Nairobi continues to undergo a purposeful, decisive, and aggressive transformational change. The University is seeking to appoint the following officers in the UON ALUMNI ASSOCIATION who will play key roles in the transformation:

#### A. EXECUTIVE DIRECTOR

##### Requirements:

For appointment to the position of Executive Director, a person shall:

1. Be a holder of a Masters degree in Business Administration (Marketing) or an equivalent.
2. Have Professional Training in Alumni or Public Relations
3. Have 5 (five) years experience at a management level in a large Corporation.
4. Have experience in fundraising, resource mobilization, stakeholders management, marketing, publicity and events.
5. Be computer literate and familiar with standard office computer applications.
6. Have excellent interpersonal and communication skills.
7. Have the ability to work under pressure and meet deadlines.
8. Those working in Higher Education or Development Agencies will have an added advantage.

##### Duties and Responsibilities:

The Executive Director's duties and responsibilities are:

1. Shall be the overall manager of the University's Alumni Association, including staffing, work assignment, performance evaluation and leave.
2. Provide leadership and execution of the annual fundraising program to maximize the University's reputation and philanthropic support through alumni, students, parents, faculty, staff, Council, Government, corporate partners and international organizations.
3. Shall be responsible for planning and implementation of effective fundraising, resource mobilization and donor development activities, special events and projects.
4. Shall be responsible for the management of the Alumni Information Management System.
5. Shall be responsible for the administration and implementation of alumni programs, services and activities of the Alumni Association.
6. Shall be responsible for marketing and publicity of the University's Alumni Association.
7. Any other duties that may be assigned by the University Management.

#### B. ALUMNI OFFICER (MARKETING & MEMBERSHIP)

##### Requirements:

For appointment to the position of Alumni Officer (Marketing & Membership), a person shall:

1. Be a holder of a Bachelor's degree in Marketing / Communication or equivalent.
2. Have Professional Training in Marketing, Communication and Media Relations.
3. Have 3 (three) years experience in a large Corporation.
4. Have the skills and experience in public relations, marketing, publicity and events.
5. Be computer literate and familiar with standard office computer applications.
6. Have excellent interpersonal and communication skills.
7. Have the ability to work under pressure and meet deadlines.
8. Those working with professional membership organizations will have an added advantage.

##### Duties and Responsibilities:

The Alumni Officer's (Marketing & Membership), duties and responsibilities are:

1. Shall be responsible for marketing and membership recruitment drive, organizing events and ensuring that all members are informed, involved and inspired of the University's and Alumni Associations activities.
2. Shall be responsible for marketing and membership recruitment drive.
3. Shall be responsible management of events and stakeholders.
4. Shall be responsible for development of the Alumni Newsletter and other Publicity materials.
5. Any other duties that may be assigned by the Executive Director.

#### C. ICT OFFICER

##### Requirements:

For appointment to the position of ICT Officer, a person shall:

1. Be a holder of a Bachelor's degree in ICT or equivalent.
2. Have Professional Training, skills and experience in Web Design, Graphics Design and Database Design and Administration.
3. Have 3 (three) years experience a large Corporation.
4. Be computer literate and familiar with standard office computer applications.
5. Have excellent interpersonal and communication skills.
6. Have the ability to work under pressure and meet deadlines.
7. Those working with professional membership organizations will have an added advantage.

##### Duties and Responsibilities:

The ICT Officer's duties and responsibilities are:

1. Shall be responsible for alumni database administration, social media marketing, design of publicity materials and website development and updates.
2. Shall be responsible for website design and update.
3. Shall be responsible for the alumni database development and administration.
4. Shall be responsible for designing of Alumni Newsletter and other publicity materials.
5. Shall work closely with the Alumni officer in charge of marketing and membership and the Executive Director to ensure online membership drive is activated and executed to drive the Alumni membership numbers.
6. Any other duties that may be assigned by the Executive Director.

##### How to apply:

1. Each application shall be accompanied by a detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents.
2. Applicants should submit ten (10) hard copies of their applications which should clearly be marked "Application for the position of Executive Director or Alumni Officer (Marketing & Membership) or ICT Officer.
3. Applications must be submitted on or before **25th April 2017**.
4. Applications should be addressed to the Vice-Chancellor, University of Nairobi, P.O. BOX 30197, 00100 NAIROBI.

**Note: The University of Nairobi is an equal opportunity employer. Women, marginalized and persons living with disability are encouraged to apply.**