



AFRICA INTERNATIONAL UNIVERSITY

Committed to His Mission, Connected to His World

VACANCY

Africa International University is a private Chartered International Christian University with its main Campus located in Karen, Nairobi. Our Mission is to educate Christ centred leaders for the transformation of God's people and the world through innovative programs, research and community engagement. We are seeking a highly motivated professional to fill the following position:

REGISTRAR - ADMINISTRATION AND FINANCE

The Registrar – Administration and Finance is a senior management position reporting to the Vice- Chancellor. The successful candidate will be responsible for providing strategic leadership, coordination, and oversight of the University's administrative, financial, human resource, and institutional development functions. The position ensures efficient service delivery, sound financial management, compliance with policies and regulations, and sustainable institutional growth in alignment with the University's mission, vision, and strategic objectives.

In consultation with the Vice- Chancellor, the Registrar A & F shall be responsible for the following.

A. Administration

1. Lead and coordinate administrative services that support academic and operational functions.
2. Oversee campus operations including facilities management, security, transport, procurement coordination, and general services.
3. Ensure development, implementation, and periodic review of administrative policies, procedures, and systems.
4. Coordinate institutional committees, statutory meetings, and official records management.
5. Ensure compliance with legal, regulatory, and institutional governance requirements.

B. Finance

1. Ensure effective financial controls, accountability, and prudent utilization of institutional resources.
2. Oversee preparation and monitoring of annual budgets and periodic financial forecasts.

3. Ensure timely preparation of management accounts, audited financial statements, and statutory returns.
4. Liaise with auditors, banks, regulators, donors, and other financial stakeholders.

C. Human Resources

1. Ensure effective workforce planning, recruitment, onboarding, performance management, and staff development.
2. Oversee implementation of HR policies, staff terms and conditions of service, and employee relations frameworks.
3. Ensure compliance with labor laws, employment regulations, and institutional HR policies.
4. Promote staff welfare, engagement, capacity building, and a positive organizational culture.

D. Institutional Development

1. Lead and give strategic direction for institutional development initiatives.
2. Coordinate strategic planning, performance monitoring, and institutional effectiveness processes.
3. Support resource mobilization, partnerships, grants management, and donor relations.
4. Oversee monitoring and evaluation of institutional projects and development programs.
5. Oversee university marketing, branding and public image ensuring that the university maintains a positive brand among her stakeholders and partners
6. Support accreditation, quality assurance, and continuous improvement initiatives.

Cross-Cutting Responsibilities

1. Serve as a member of the senior management team and contribute to institutional strategy and decision-making.
2. Advise the Vice Chancellor and governing bodies on administrative, financial, and human resource matters.
3. Ensure risk management, internal controls, and compliance across all supervised functions.
4. Foster collaboration across departments and ensure integrated and efficient operations.
5. Uphold ethical standards, confidentiality, and institutional values.
6. Perform any other duties as assigned from time to time by the Vice – Chancellor for the realization of University objectives.

Qualifications and Experience

- i. Master's degree in Administration and Management, Finance, Accounting, Human Resource Management, Public Administration, or a related field from a recognized university.

- ii. Leadership and management experience of at least 7 years within proven experience in overseeing finance, administration, institutional development and human resources in similar or senior positions.
- iii. Any of these will be an added advantage: CPA, ACCA, CHRP, or equivalent professional certification

Skills and Abilities

- i. Be thoroughly competent- preferably in institutional management and /or education administration
- ii. Be self-motivated and have positive attitude, strong organizational, administrative and interpersonal skills, ability to work successfully in a team with culturally diverse populations, ability to maintain confidentiality of information and work calmly under pressure
- iii. Be proficient in oral and written communication and have relevant computer software competencies
- iv. Be conversant with modern management techniques
- v. Have knowledge of strategic planning in education development
- vi. Must have strong financial and analytical skills
- vii. Must have high level of integrity and ethical judgment
- viii. Strong communication, interpersonal, and negotiation skills
- ix. Ability to manage multiple priorities in a complex institutional environment
- x. Have knowledge of HR practices and labor laws, national laws and policies in education
- xi. Strong people and stakeholder management skills
- xii. Must be a born-again Christian

Applications should be emailed to recruitment@hrpowerhouse.co.ke including only cover letter, detailed resume and duly filled job application form available on our University Website. Deadline for application is **16th September 2026** at 5.00pm. Only shortlisted applicants will be contacted.

Academic and non-academic staffs of AIU are required to be faithful to the evangelical faith and practice and to the Christian ethos and code of conduct of the University.