

KEY RESPONSIBILITIES

- Notifying all members of staff and students of all dates that concern examinations including but not limited to orientation dates and venues, payments dates and timetables
- Overseeing the process of setting exams, safe storage, administration of exams, marking and results feedback, verification and certification of results
- Communicating and coordinating exam venues and payment deadlines
- Liaising with the Records Office and various departments on issuance of results and handling all matters arising on the same
- Coordinating the typing, photocopying and packaging of quizzes, mid-semester and final examinations within the given time frame of work.
- Coordinate the preparation and issuing of the examination cards in liaison with students accounts office
- Prepare the end of semester examination timetable in liaison with Deans and HODs

QUALIFICATIONS

- Bachelor's Degree in relevant administrative discipline.
- 3 years proven working experience
- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work.
- Attention to details and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

APPLICATION PROCEDURE

The applicants should provide full details of educational and professional qualification, work experience, present post and salary, applicant's telephone number and e-mail address.

Copies of certificates and testimonials should also be enclosed giving the names and addresses of three (3) referees who are conversant with the applicant's competence in area of specialization.

If you meet the above requirements and interested in joining a team of hardworking staff, please send your resume and application letter clearly marked "**Administrative Assistant**" to the address below by **9th November, 2018**.

NB: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Umma University is an equal opportunity employer. Women, marginalized groups and persons living with disability are encouraged to apply.