



# University Secretary

December 2025

---

## About USIU-Africa

### Our History

USIU-Africa was established in 1970 as the African campus of United States International University in San Diego, initially offering programs not available in public universities, such as Psychology and International Relations. The institution relocated to Kasarani in 1991 and expanded its land holdings in 1999, enabling accreditation by Kenya's Commission for University Education. In 2001, it briefly merged with the California School of Professional Psychology to form Alliant International University, but regained independence in 2005 and secured U.S. accreditation from WASC in 2008.

In 2014, the university rebranded as United States International University-Africa and now holds dual accreditation in Kenya and the United States. Today, USIU-Africa offers 38 programs across diverse fields, including Humanities, Social Sciences, Health, and Technology, continuing its mission to meet the evolving demands of a globalized world.

### Our Vision, Mission and Values

**Our Vision:** To be a premier institution of academic excellence with a global perspective.

USIU-Africa's mission is to promote the discovery and application of knowledge, the acquisition of skills and the development of intellect and character in a manner which prepares students to contribute effectively and ethically as citizens of a changing and increasingly technological world.

This mission is achieved through a wide range of high quality undergraduate and graduate academic programs designed to result in the following outcomes: higher order thinking; scientific, quantitative and technical literacy; global understanding and multicultural perspective; career preparedness; community service and development; and ethical leadership.

We seek to create an environment that encourages rigorous intellectual and scholarly development; fosters openness to a wide range of ideas, cultures, and people; and enhances personal growth through social action projects.

---



Our core values include:

- **Life-long Learning:** Developing a learning culture that continues throughout a person's lifetime.
- **Integrity:** Ensuring the pursuit of excellence by upholding professional and ethical standards and being accountable.
- **Innovativeness:** Introducing new methods and strategies that ensure quality, efficiency, effectiveness and productivity.
- **Social Responsibility:** Providing leadership in responding to issues of national and global concern through collaborative efforts.
- **Academic Freedom:** Upholding the spirit of free and critical thought and enquiry, through the open exchange of ideas and knowledge.

Academic programs at USIU-Africa are learner centered and committed to developing critical and creative thinking, literacy skills through writing intensive courses and projects, and preparing students for their careers through formal and co-curricular activities, community service and internships. Student leadership is part of the learning process and is encouraged through active participation in sports, clubs, community service and internships with self-reflection on one's personal development and social action participation.

## The Role

<b>Role:</b>	University Secretary
<b>Location:</b>	Nairobi, Kenya
<b>Salary:</b>	Competitive with comprehensive benefits

## The University Secretary

The University Secretary is a key administrative role reporting to the Vice Chancellor that provides support to the various University governance bodies, ensuring the effective governance and record keeping of the bodies. The position also supports the governing bodies of the University, ensuring effective decision-making, documentation, and communication at the highest levels.



## Responsibilities

### Board and Council Support

- Organize, attend and document meetings of the University governance organs and their respective committees.
- Prepare and circulate meeting materials, including notices, agendas, minutes, and reports and ensure the members receive meeting materials in a timely manner.

### Records and Document Management

- Maintain confidential and secure custody of official documents i.e. Minutes and resolutions
- Ensure up-to-date University documentation
- Assist in the development and implementation of governance frameworks and risk management systems.

## Candidate Profile

### Academic and Professional Qualifications

- Master's degree in Business related studies, Communications or Social Sciences from an accredited University.
- Bachelor of Laws (LLB) degree from a recognized institution.
- Certified Public Secretary (CPS-K) and a valid practicing certificate from the Institute of Certified Secretaries (ICS), Kenya.
- Advocate of the High Court of Kenya (preferred).

### Experience and Knowledge

- Minimum of 7 years' relevant experience, at least 3 of which should be at a senior level in a similar capacity preferably in a University
- Demonstrated knowledge of university governance, regulatory compliance, and corporate law.
- Experience in analyzing information and producing high-quality written materials on a broad range of subjects and outcomes under demanding time frames.



## Personal Attributes

- Discretion and confidentiality: Ability to maintain confidentiality and handle sensitive information with discretion.
- Attention to detail: High level of attention to detail, ensuring accuracy and precision in all aspects of the role.
- Interpersonal skills: Ability to build strong relationships with board members, university administrators, and other stakeholders.
- Organizational skills: Strong organizational skills, with the ability to prioritize tasks, manage multiple projects, and meet deadlines.

## Skills

- Proficiency in legal and administrative software tools.
- Minute-taking: Ability to take accurate and concise minutes during board, council and senate meetings.
- Record-keeping: Ability to maintain accurate and up-to-date records, including board meeting minutes and resolutions.
- Excellent communication skills: Effective written and verbal communication skills, with the ability to draft minutes, reports, and other documents.
- Strong administrative skills: Ability to manage complex administrative tasks, maintain accurate records, and ensure compliance with governance regulations.
- Ability to manage multiple stakeholders and sensitive information effectively.

## Competencies

- Strong understanding of Kenyan corporate and educational laws.
- Compliance: Understanding of relevant laws, regulations, and policies governing university education.
- Board governance expertise: Understanding of governance principles, practices, and procedures for universities.

## How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.



The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy)-Organisation e.g., Pat-Jones-CV-1225-USIU-Africa or Pat-Jones-CoverLetter-1225-USIU-Africa.

## Timeline

**Closing Date:** 23<sup>rd</sup> January 2026. Applications will be reviewed on a rolling basis.

**First stage interviews:** TBC

**Final interviews:** TBC

## Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the Oxford HR Consultant email address (see below) to their safe senders list and regularly check their spam folder.

## Equality Statement

Equality and diversity are at the core of USIU-Africa's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [mkamau@oxfordhr.com](mailto:mkamau@oxfordhr.com) in the first instance.

## About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.



Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

Learn more at: [oxfordhr.com](https://oxfordhr.com)