



Contact details

Administration

Office the Deputy Vice Chancellor (A&F)

P.O. Box 190-50100

Kakamega, KENYA

Office no. [ABA Block B Room 508](#)

Kakamega-Webuye Road

Email: [fkarani](#) @mmust.ac.ke

Job Title and Responsibilities

Senior Office Administrator

Office of the Deputy Vice Chancellor (Administration and Finance)

Key Responsibilities/Duties/Tasks	
I. Managerial/Supervisory Responsibilities	
i.	Coordinating the flow of information both internally and externally.
ii.	Proof read work done by others to check for correct spelling and grammar, ensure that company format policies are followed and recommend revisions
iii.	Supervising clerical staff and provide on-job training and orientation of new staff.
iv.	Providing administrative support to the division
v.	Coordinating conferences and meetings
II. Operational Responsibilities /Tasks	
i.	Answering telephone calls and give feedback to callers, take messages, or transfer calls to appropriate individuals.
ii.	Providing front office services to clients and visitors: Greet visitors and callers, handle their inquiries, and refer to appropriate offices accordingly.
iii.	Performing general clerical duties which includes but not limited to: photocopying, faxing, mailing and filing
iv.	Maintaining diaries and event almanacs.
v.	Arranging conferences, meetings, and travel reservations for office personnel
vi.	Locating and attach appropriate files to incoming correspondence requiring replies
vii.	Composing, typing, and distributing meeting minutes, routine correspondence and reports
viii.	Mailing newsletters, promotional material and other information
ix.	Open, read, route, and distribute incoming mail and other material, and answers to routine letters
x.	Scheduling and confirming appointments for clients, customers or supervisors
xi.	Setting up and maintains paper and electronic filing systems for records, correspondence and other material
xii.	Taking dictation in shorthand or by machine, and transcribe information
xiii.	Collecting and disbursing funds from cash accounts and keep records of collections and disbursements
xiv.	Establish work procedures and schedules, and keep track of the daily work of clerical staff
xv.	Maintain office calendar

Job Dimensions:
I. Financial Responsibility
<ul style="list-style-type: none"> i. Ensure that the office cash float is prudently utilized and accounted for. ii. Compile and submit Office budget for approval. iii. Compile and Submit Office Procurement plan for approval iv. Ensure efficient usage of office stationery, equipment and utilities.
11. Responsibility for Physical Assets
<ul style="list-style-type: none"> i. Computers and Office Equipment ii. Office furniture and fittings
111. Decision Making/Job Influence
<ul style="list-style-type: none"> i. Operational decisions of the office ii. Managerial decisions of the office
IV. Working Conditions
<ul style="list-style-type: none"> i. Working under stressful high pressure to meet strict time lines ii. Highly exposed to health risk due to infectious diseases iii. Exposure to physical and emotional abuse iv. High pressure from internal and external political intrigues v. High pressure from the Unions and students

Job Competencies (Knowledge, Experience and Attributes/Skills)
Academic qualifications
<ul style="list-style-type: none"> i. Bachelor's Degree in Business and Office Management ii. Higher Diploma in Secretarial Studies iii. Diploma in Secretarial Studies iv. ICT Competent.
Professional Qualifications/Membership to professional bodies
<p>The following qualifications from the Kenya National Examination Council (KNEC)</p> <ul style="list-style-type: none"> i. Typewriting stages I,II,III/Computerized Document Processing I, II, III ii. Shorthand stages II and III iii. Office Practice Stages I and II iv. Business English Stages I, II and III/Communications I and II v. Commerce Stages II and II v. Secretarial Duties Stage II vi. Office Management Stage III/Office Administration and Management III vii. Members of KENASA – Kenya National Secretaries Association

Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> i. Computing skills,

- ii. Communication skills,
- iii. Leadership skills,
- iv. Negotiation skills,
- v. Problem-solving skills,
- vi. Analytical skills,
- vii. Supervisory skills,
- viii. Counselling skills,
- ix. Presentation skills

CURRICULUM VITAE:

PERSONAL DETAILS:

NAME : FAITH IRUSA KARANI
 OCCUPATION : SENIOR OFFICE ADMINISTRATOR
 ADDRESS : P.O.BOX190--50100,KAKAMEGA.
 MOBILE : 0728 061 209/ 0734796624
 E-MAIL : faithirusa@gmail.com
 ID NUMBER : 21827578
 DATE OF BIRTH : 25TH MAY 1979
 NATIONALITY : KENYAN.
 GENDER : FEMALE
 RELIGION : CHRISTIAN

PROFESSIONAL BACKGROUND:

PERIOD GRADE	COURSE	INSTITUTION	
2015-2017	Bachelors of Business and Office Management	JKUAT	2 nd class Honors, Upper Division
2013- 2014	Higher National Diploma in Secretarial Studies	Sigalagala T.T.I	Pass
1999-2001	Diploma in Secretarial Studies	Friends College Kaimosi	Pass.

EDUCATION BACKGROUND:

1994-1997 (Plain)	Kenya Certificate of Secondary Education (K.C.S.E)	Arap Moi Girls High School.	C
1986-1993	Kenya Certificate of Primary	Makuchi Primary School	360/700 marks Education (K.C.P.E)

CAREER OBJECTIVE:

To pursue and practice to the highest levels of my career in Office Administration and Management, and to become a competent Administrative Officer.

MY STRENGTH

- Efficient
- Competent
- Mult-tasking
- Fast learner
- Team Leader
- Good Communication Skills
- Hard working
- Keen to details
- Accuracy

PROFESSIONAL/WORK EXPERIENCE:

2011- to date: Masinde Muliro University of Science and Technology- Worked in various Sections

September 2017 to date: Deputy Vice Chancellor (Administration & Finance)

Duties: General office management duties which include preparing for meeting, making travel arrangements, attending to visitors/clients and calls, drafting and typing memos, letter and routine correspondence, security of office documents, checking and responding to e-mails, Maintaining DVC's diary, directing mails to the relevant officers, Order office stationery, taking minutes, filing, managing petty cash and supervising support staff.

Doing all administrative work in the Office the Deputy Vice Chancellor Administration and Finance.

June 2016 to September 2017 Department of Physics

Duties: Attending to visitors, managing the office, ensuring security of office equipment and document, sending and receiving official emails, supervising the office assistant, typing, filling, answering the telephone, photocopying documents, booking appointments, making travel arrangements, arranging for meeting and drafting routine memoranda.

April 2014 to June 2016: Department of Biological Sciences

Duties: Attending to visitors, managing the office, ensuring security of office equipment and document, sending and receiving official emails, supervising the office assistant, typing, filling, answering the telephone, photocopying documents, booking appointments, making travel arrangements, arranging for meeting and drafting routine memoranda.

November 2011 to April 2014: Registrar Administration Office- Recruitment section

Duties: Preparing summaries for the purpose of short listing applicants for recruitment, attending interviews and preparing score sheets for ranking candidates, taking interview minutes, preparing appointment letters for successful candidates, handling staff records, attending Union negotiations and taking briefs and minutes of the negotiations, attending to visitors and clients, making official calls, receiving calls and acting on them appropriately, managing office petty cash, follow-up of mails, writing correspondences on own initiative, drafting and typing routine correspondences in Administration, handling confidential documents and supervising junior staff.

2004– 2011**Secretary****Friends College Kaimosi**

Duties: Typing of reports, minutes, and correspondences, maintaining the Deputy Principal's diary, Replying to correspondence on the Deputy Principal's instructions, carrying out general administrative work, making and receiving telephone messages on behalf of the Principal, handling Mails, handling Visitors, order Office Stationery, oversee general clerical work and arrange appointments, meeting and travel for the Principal.

Feb 2003- March 2004: Secretary Bushiangala Technical Training Institute

Duties: Typing of reports, minutes, and correspondences, maintaining the Principal's diary

Replying to correspondence on the Principal's instructions, carrying out general administrative work, making and receiving telephone messages on behalf of the Principal, handling Mails, handling Visitors, order Office Stationery, oversee general clerical work and arrange appointments, meeting and travel for the Principal.

Feb 2000 – July2000**:****Fwaya Nandwa & Co. Advocates-****Kakamega****Attachment.****November 2000 – December 2000 :****Kaimosi Teacher's College – Attachment****July 2001 – September 2001 :****Rural Service Programme – Attachment****PROJECTS****PERIOD****PROJECTS/DISERTATION/REPORTS****2017**

Effects of Internal Communication Channels in Public Universities in partial fulfillment of the requirement for the award of degree of Bachelor of Business and Office Management. (BBOM.

SHORT COURSES AND WORKSHOPS ATTENDED:

PERIOD FACILITATOR	SHORT COURSES/WORKSHOPS
-----------------------	-------------------------

SEMINARS AND WORKSHOP ATTENDED	
30 th October, 2020	- Secretarial Management Training (Kenya School of Government)
1 st -2 nd December 2019	- Certificate of Participation- Revival Ripples Ministry, Chrisco Church, Kakamega
7 th -9 th August 2019	- Certificate of Participation- Capacity Building Workshop (Sang'alo)
19 th -29 th June 2019	- Certificate of Organizing – 13 th Multi-Disciplinary International Conference 2019. (MMUST)
18 th – 21 st June 2018	- Certificate of Organizing – First Pan African. (MMUST)
18 th – 21 st June 2018	- Certificate of Participation – First Pan African International Research Congress on Knowledge Generation and Dissemination (PAIRC 2018). (MMUST)
7 th to 11 th May 2018	- Certificate of Participation – First Pan African International Research Congress on Knowledge Generation and Dissemination (PAIRC 2018) (MMUST)
30 th to 2 nd December,2017	- Administrative Skills Development Course (Kenya School of Government (KSG)
6 th July 2017	- The capacity Building Programme for Office Administrative Personnel (SCAC)
23 rd July 2013	- The Gender and Disability Workshop MMUST
19 th March 2011	- The Gender Sensitization Workshop (MMUST)
26 th February 2011	- Workshop on Safety Measures and Security Management systems (Education Management Association of Kenya)
	- Educational Management Association of Kenya- one day seminar in following areas
	- Strategic Management
	- Team building
	- Public Relations (Education Management Association of Kenya)

OTHER INFORMATION

LANGUAGES English, Swahili and Luhya fluently spoken and written.

PROFESSIONAL MEMBERSHIP

Kenya National Secretaries Association (KENASA)

HOBBIES

- Making New Friends
- Listening to Gospel Music
- Reading the Bible

REFEREES

1. Prof J Kuria Thuo

Deputy Vice Chancellor (Administration & Finance)
MMUST
P O Box 190-50100
KAKAMEGA

2. Prof Joseph Rotich
Vice Chancellor
Laikipia University
LAIKIPIA.

0729 717 466

3. Prof .CPA. Patrick Ojera
Bomet University
BOMET
KAKAMEGA.

0722 330847

3 Prof Charles Mutai
Deputy Vice Chancellor (PR&I)
MMUST
P O Box 190-50100
KAKAMEGA

0724 476744

Signed:.....

