



**ICIFA COLLEGE
CAREER OPPORTUNITY**

Job Title: College Administrative Officer

(Ref. No. CAO/Recruit/15052024)

About ICIFA College: ICIFA College (the College) is an institution owned by the Institute of Certified Investment and Financial Analysts (ICIFA) offering the best courses and training in investment and finance education among other professional disciplines.

Vision: The cradle for professional capacity development.

Mission: To nurture excellence, innovation and professionalism amongst our students and practitioners.

Job Summary: The College Administrative Officer will report to the College Board of Directors. He/she will be responsible for administering academic programmes within the College. This will include, but not be limited to, management of curriculum development process, training programmes logistics management, management of examinations processes at the college, monitor administration of all College finances, ensure preparation and dissemination of training and marketing material, recruitment and registration of students, administrative duties, management of the college budgeting process and stakeholder management.

Note: The primary accountabilities below are intended to describe the general content of and requirements for this position and are not intended to be an exhaustive statement of duties.

Statement of Duties and Responsibilities:

- 1) Provide guidance to Board of Directors, management and staff on budget development, implementation and accountability;
- 2) Spearhead marketing of ICIFA college trainings and other capacity building products and services;
- 3) Be the liaison between the college, ICIFA College stakeholders and clients;
- 4) Facilitate Human Resource processes in line with the Human Resource Policies for deliberation and approval by the ICIFA College Board;
- 5) Facilitate effective procurement and disposal at the college with the approval of the College Board;
- 6) Facilitate development and implementation of of curricula approved by ICIFA College and relevant regulatory bodies;



- 7) Facilitate implementation of training programmes and other capacity building activities undertaken by the college;
- 8) Facilitate implementation of ICIFA Strategic Plan;
- 9) Develop and implement procedures within the College that support internal control regarding all phases of financial management including, but not limited to: budget preparation, assets control, expense authorization, and reconciliation of college accounts.
- 10) College stakeholder Management
- 11) Management of Collaborations and academic Memorandum of Understanding
- 12) Any other duties as may be assigned by ICIFA College Board from time to time. .

Supervisory Responsibilities Carries out supervisory responsibilities in accordance with the College's objectives, policies and applicable laws.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

Minimum Education Qualifications required:

- 1) Bachelors Degree from a recognised university with a specialisation in either Finance or any other business related field OR Bachelor of Education with teaching subjects in either accounting, of finance or economics or business studies
- 2) A postgraduate degree in any business related field will be an added advantage.
- 3) Qualification in Certified Investment and Financial Analysts from Kasneb or its equivalent

Professional qualifications ICIFA Membership

Minimum Experience required: Five years working experience in a post-secondary tertiary institution or a university of which he/she must have held administrative responsibilities for at least three years.

Skills required: Analytical and presentational skills.
Knowledge of statutory requirements.
A very high level of education institution awareness.
Leadership skills.
Excellent communication skills.
Excellent organizational skills.
Excellent analytical and problem-solving skills.
A good working knowledge of Microsoft Word/computers
Excellent report writing skills



Applications details:

1. A cover letter detailing how you meet the above requirements, your current employer and current salary. You should also indicate the earliest date you would be available to report for duty at ICIFA College;
2. A detailed curriculum vitae with at least names of three referees who shall be contacted for some confidential information about your ability and character as part of the recruitment process; and
3. Copies of your academic testimonials

All these should be sent via email to icifacollegerecruitment@gmail.com.

The deadline for this application is Friday 31st May 2024 at 12.00 noon.

Only shortlisted candidates will be contacted. Canvassing will lead to disqualification