



ST. PAUL'S UNIVERSITY

ADVERT FOR VACANCIES

Grow your career with us!

1. RADIO PRODUCER (1 Post)

Reporting to HOD, Communication Studies

Duties and Responsibilities

- Developing audio content for broadcasts via radio, the internet and other mobile platforms.
- Developing show formats, styles, adlibs, and playlist and transmitting all booked content.
- Creating concepts, scripts and voiceovers for example live, recorded and commercials.
- Researching background for shows and programs.
- Interviewing.
- Translation and Scripting.
- Rehearsals.
- Editing and post-production.
- Presenting programs and commercials.
- Any other duties assigned from time to time

Qualifications , Experience and Key competencies

- Diploma in Radio production, Mass Communication or Broadcast Journalism.
- Minimum KCSE C with excellent performance in Kiswahili and English
- A Degree in related field will be an added advantage
- Comprehensive fluency in Kiswahili, English
- Ability to translate from English and Kiswahili
- A pleasant personality.
- An interest in the generation and use of creative sounds such as sweepers, drops, effects and other on-air promotional properties.
- Skills in computer operations including experience using Adobe Audition.
- At least two (2) year exposure to radio packaging and on-air presentation in mainstream Media.

2. ICT TECHNICIAN (1 Post)

Reporting to the Senior ICT Administration Officer

Duties and Responsibilities

- Perform basic networking and installations as necessary
- Keep the ICT inventory and ensure safety of ICT resources

- Setting up teaching equipment as needed
- Assist Staff and students to utilize ICT resources maximally
- Perform basic preventive maintenance and repairs
- Ensure and monitor the fault reporting systems to ensure service delivery meets user demands, taking remedial action as appropriate.

Qualifications, Experience and Key competencies

- Diploma or basic degree in Computer related field.
- Certification in A+, N+ is an added advantage
- Demonstrate high level of honesty and integrity
- Excellent communication and interpersonal skills
- Must be a team player

3. SENIOR LIBRARY ASSISTANT (1 Post)

Reporting to the University Librarian

Duties and Responsibilities

- Circulation of library materials
- Shelving of all library materials after use and maintain the books in excellent condition
- Support patrons in retrieving information and materials
- Participate in inventories and other collection management activities
- Maintain order in the library and ensure users adhere to the rules of the library.
- Accession new materials as received; and catalog or classify using prescribed scheme.
- Assist with current awareness services
- May conduct library user orientation sessions and training.
- Any other duties assigned from time to time

Qualifications, Experience and Key competencies

- Must possess a Bachelor's degree in Information Sciences from a recognized University
- Must have at least two (2) consecutive years of experience in an automated academic library system
- Should be competent in the use of the Library of Congress (LC) Classification System
- Should have knowledge of the use of E-resources
- Should have a user- friendly personality, able to handle library members without difficulty
- Must be a team player

Applications should include a filled employment application form, CV and a cover letter.

The application form is available on our website, www.spu.ac.ke/jobs.html.

All Applications should be sent to recruit@spu.ac.ke

or

The Vice Chancellor's Office, St. Paul's University,
Private Bag- 00217 Limuru by 5th August 2016

Your University of Choice!