



Pan Africa Christian University, a Chartered Private University, is seeking to fill the position outlined below from suitable candidates. Applicants must be born-again Christians and active members of a local Church.

**1. Job Title: Registrar Academics Affairs**

The Registrar Academics Affairs will be responsible for overseeing all aspects of academic administration and student affairs. The role involves developing and implementing academic policies, managing student records, coordinating registration and examinations, and ensuring the smooth functioning of academic programs. The position reports to the Deputy Vice Chancellor, Academic Affairs.

**Qualifications and Core Skills**

1. Be a holder of an earned PhD in Education, Administration, Management or related field from a recognized and accredited University.
2. Seven years' experience in Academic Registry, three years of which must be in a senior management position such as Head of Department, Dean of Faculty/School or equivalent;
3. Be at least a Senior Lecturer who has served as Deputy Registrar Academics or equivalent;
4. Demonstrate a clear understanding of academic policies, regulations and procedures;
5. Proficiency in academic ERP systems and MS Office Suite;
6. Possess leadership and team management skills;
7. Fulfill requirements of Chapter Six of the Constitution of Kenya 2010.

**Key Duties and Responsibilities**

- Preparing the unit budget and control expenditure;
- Holding custody of academic records of current and former students;
- Having custody of and printing of certificates;
- Coordination and management of class and examination schedules;
- Management of University catalogue and related literature;
- Manage and coordinate all aspects of graduation and commencement ceremonies;
- Coordinate and serve as the Secretary to the Deans Committee;
- Verify and present candidates for graduation in collaboration with Deans and the University Senate;
- Coordinate and oversee the admissions and enrolment process for academic programs;
- Supervise student registration, course add/drop process, and academic progress tracking;
- Oversee examination scheduling, administration, and grading in collaboration with academic departments;
- Support internal and external audits of academic processes and records;
- Serve as the liaison with regulatory bodies on academic administrative matters;
- Provide effective leadership, supervision and development of the Academic Registry team;
- Perform any other duty as may be assigned from time;

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If you believe you are the right candidate for any of the above positions, kindly send your application letter and detailed Curriculum Vitae, also detailing your current & expected salary via EMAIL ONLY to [jobs@pacuniversity.ac.ke](mailto:jobs@pacuniversity.ac.ke) not later than Friday 14<sup>th</sup> November 2025. Only shortlisted candidates will be contacted.

*Pan Africa Christian University is an equal-opportunity employer and canvassing will lead to automatic disqualifications.*