



HEKIMA UNIVERSITY COLLEGE

A CONSTITUENT COLLEGE OF THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

P. O. Box 21215
NAIROBI, KENYA 00505
TEL: + 254 722 201 288
+ 254 729 755 905
www.hekima.ac.ke

JOB VACANCY No.: HUC/02/09/26

Jesuit School of Theology Secretary (Intern)

Hekima University College, Nairobi, invites applications from suitably qualified and motivated candidates for the position of **Jesuit School of Theology Secretary (Intern)**

Job Description

- Prepare and manage correspondence, reports and documents;
- Organise and coordinate meetings, conferences, and travel arrangements;
- Take, type and distribute minutes of relevant meetings;
- Maintain schedules and calendars;
- Set up and maintain filing systems;
- Address lecturers' and students' academic needs related to administration;
- Maintain the database of Jesuit School of Theology (JST);
- Be available on Saturdays whenever there are programs scheduled;
- Work with the Director of Short Courses to coordinate different activities related to JST short courses;
- Work closely with the exam officer for JST exam preparation processes;
- Participate in JST admission process;
- Serve as the official moderator of JST events;
- Assist in preparation and formatting of Hekima Review (layout and typesetting) for publication;
- Any other tasks or duties that may be requested by the management.

Soft Skills for the position

- Courtesy and ability to receive people;
- Punctuality;
- Meeting deadlines;
- Ability to work in a team;
- Keeping boundary;
- Ability to positively receive feedback;
- Availability and Generosity;
- Dutiful and Confident;
- Strong sense of confidentiality.



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Hard skills for the position

- Highly conversant with the use of MS Office tools;
- Good knowledge of Adobe InDesign;
- Excellent writing skills;
- Good public speaker;
- Good knowledge of AI usage;
- Knowledge of a foreign language will be an added advantage;
- Some knowledge of Theology will be an added advantage.

Academic Qualifications

- Bachelor's degree minimum, preferably in secretarial studies, communication, humanities or administration

N.B Candidates between Age limit 25-30 years are encouraged to apply.

How to apply:

Interested and qualified candidates are invited to submit their application via <https://forms.gle/5SJm8s7oo7q3e97r6>

Application Deadline: **30th September 2026**

Only shortlisted candidates will be contacted.

Hekima University College Human Resource Office

Signature: _____

Date: **22nd/09/2026**

