



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 (RE-ADVERTISMENT):

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);
- Participate in JST admission process;
- Serve as the official moderator of JST events;
- Assist in preparation and formatting of Hekima Review Publication (layout and typesetting);
- 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;
- Availability and Generosity;
- Dutiful and Confident;
- Strong sense of confidentiality.

Hard skills for the position

- Conversant with the use of MS Office tools;
- Knowledge/willingness to learn Adobe InDesign;
- Excellent writing skills;
- Good public speaker;
- Knowledge of AI usage;
- Knowledge of a foreign language will be an added advantage;

JESUIT SCHOOL OF THEOLOGY (JST) AND SCHOOL OF ARTS AND SCIENCES (SAS)
FACULTY OF THEOLOGY OF THE JESUITS IN AFRICA AND MADAGASCAR (FTJAM) AND JESUIT HISTORICAL INSTITUTE IN AFRICA (JHIA) -
CENTRE FOR RESEARCH, TRAINING AND PUBLICATION (CRTP) AND JESUIT CENTRE FOR SAFEGUARING IN AFRICA (JCSA)
CENTRE FOR INTERFAITH STUDIES IN AFRICA (CISA)



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Academic Qualifications

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

How to apply:

Interested and qualified candidates are invited to submit their applications via <https://forms.gle/UNeR75NgmWB7PSib6>.

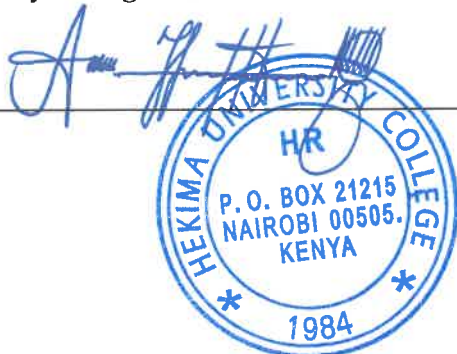
Please re-apply if you previously applied for this position

Application deadline is on **26th October 2026**.

Only shortlisted candidates will be contacted.

Hekima University College Human Resource Office

Signature: _____



Date: _____

16/10/2026