

REGISTRAR PLANNING DUTIES AND RESPONSIBILITIES

The overall in-charge of all activities in the Department as Head. Guides all staff in their specific areas of operation.

The function that are co-ordinated in the department are as follows:

1. Publication

Organizing and preparation of official University publications such as:

- University calendar/catalogue
- University Act and processing of the amended statutes for incorporation in the University calendar which is published annually.
- Internal Directory
- University Annual Report
- Association of Commonwealth Universities Yearbook (University of Nairobi Chapter). The publication is updated annually.
- Commonwealth Education partnerships marketing document which the University of Nairobi contributes to its publication and in turn it is given publicity throughout Commonwealth countries.
- International Handbook of Universities

2. Introduction

Maintenance of a University Central Information by maintaining records and statistics on staff students and programmes approved by Senate in readiness for publication and preparation of University Statistics for the Central Bureau of Statistics.

3. Public Relation Functions

Liasing with Central Administration and co-ordinating some public relations activities such as:

- Graduation ceremonies
- Nairobi International Trade Fair
- Kenya Universities Exhibition

4. Planning and Development

Co-ordination of General Policy Developments through:

- Building Committee (a Council Committee on physical facilities)
- Information is usually generated by user department/unit. It is then sieved and prepared for relevant committee to consider before the project is formally undertaken.

5. Service

Servicing Development, Planning and Establishing Committee (Committee of Senate):

- To advise on the Development and Planning of the University.
- Recommends to Senate or University Finance and General Purposes Committee on the level of staffing and expenditure for various departments.
- Perform other duties as may be referred to it by Senate, Vice-Chancellor or other Committee of the University.
- To recommend on the Terms of Service applicable to all grades or employment in the University, to Senate and through Senate to Council.
- To review any problems connected with the Terms of Service of members of staff which may be referred to the committee by the administration.
- To review promotions of the non-academic staff.

Adhoc Duties

Perform other adhoc duties as may be assigned by the Chief Executive or his duties.

