

## SENIOR ASSISTANT REGISTRAR IN-POSITION AND THEIR RESPONSIBILITIES:

The Senior Assistant Registrar reports to the Registrar and handles the following duties:

### 1. Graduation Committee Secretary

- Send notices of meetings as well as preparation of agenda, taking of minutes and their distribution
- Ensure preparation of badges and labels for seat at the dais.
- Ensure typing and posting of graduation invitation cards to all invited guests.
- Ensure all seats at the dais are labeled.

### 2. Nairobi International Trade Fair Show Committee

- Send notices of meetings and agenda, take minutes and ensures distribution.
- Organise the consolidated budget.
- Make arrangements and purchase tickets.
- Organise for the judging classes and payment for the same.
- Organise for the cleaning of skirting and its setting up at the stand.
- Organise for transport.

### 3. Department Meeting

Take minutes whenever a meeting takes place.

### 4. Publications

- Deal with the distribution of the calendar and assist with related work.
- Handling any other day to day duties assigned from time to time such as being Secretary or member of adhoc committee such as Tender Evaluation Committee.

