

CALL FOR APPLICATION AS AN AUTHOR TO DEVELOP STUDY TEXTS FOR CERTIFIED SECRETARIES.

Strathmore University and Institute of Certified Secretaries entered into an MoU establishing a framework of co-operation and for any other collaborative activities that would benefit both institutions. As part of the MoU implementation, Strathmore University has set up a training Centre for Certified Secretaries Course and is in the process of publishing study materials for CS Students.

Strathmore Research and Consultancy Centre Ltd has prioritized publication of study texts for Certified Secretaries course in following subject areas:

1. Communication skills and records management.
2. Introduction to Law and Governance.
3. Public Sector Governance, Policy and Administration.
4. Financial Markets and Specialized Institutions.
5. Research, Consultancy and Advisory.
6. Strategic Management.
7. Boardroom Dynamics.
8. Research Project.

APPLICATION PROCESS

As a minimum, one is expected:

- To be a holder of an undergraduate degree.
- To have a professional qualification in Certified Secretaries course offered by kasneb with at least 5 years of relevant experience post qualification.
- Experience in Training kasneb Courses in the relevant subject is an added advantage.
- Experience in academic and professional writing as an added advantage.

If you are interested and qualified, kindly submit your application in PDF format to srcrcruitment@strathmore.edu by **Friday 10th June 2022**. The email subject should clearly read **“APPLICATION FOR THE SPECIFIC SUBJECT YOU ARE INTERESTED IN AUTHORIZING.”**

The application should comprise of, the cover letter addressed to the undersigned, a detailed curriculum vitae which should include the names and contacts of three referees, copies of academic and professional certificates and evidence of relevant publications if any.

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Christine Owande
Managing Director, SRCC