

# Administrative Staff

King Ceasor University - Career Opportunity

Department: University Administration

Employment Type: Full-time

Location: KCU Main Campus - Bunga

Deadline: 20-May-2025

## Role Summary

Support daily university operations, records, communication and service delivery across administrative offices.

## Key Requirements

- Strong communication skills
- Relevant professional training
- Integrity, discretion and service orientation

## Application Instructions

Prepare a cover letter, updated CV, academic documents and relevant professional certificates. Send applications and supporting documents to [hr@kcu.ac.ug](mailto:hr@kcu.ac.ug).