

<b>Position Title:</b>	<b>Head of Student Affairs</b>
<b>Reporting to:</b>	<b>Principal</b>
<b>Job location:</b>	<b>Nairobi</b>

### Job Summary

Reporting to the Principal the **Head of Student Affairs** is responsible for carrying out the school's academic and behavioural programs. As a professional educator he/she understands and responds to the challenges presented by today's diverse student population. He/she provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social development. He/She will work cooperatively with the principal, faculty, staff, students and parents towards a positive school climate.

### Scope of the role

- Student Academic Performance
- Counselling
- Planning & Executing Extracurricular Activities
- Student Safety and Health

### Key responsibilities

1. Maintaining a standard of student behavior designed to command respect and minimize college and classroom interruptions.
2. Keeps close touch with industry making it possible for the College to benefit from various industries for employment, internships, attachments and information exchange.
3. Participates or leads development of positive behaviour, support systems and development of intervention strategies.
4. Coordinates, facilitates and implements disciplinary intervention steps and processes with staff
5. Contacts students and parents to discuss irregularities.

### Minimum Qualifications

- A Bachelor's Degree in Education, with a Masters in Psychology or related field
- At least 10 years teaching experience at an institution of higher learning with a minimum of 4 years in a similar role
- Demonstrate continuing professional development
- Sound knowledge and understanding of best practice locally and internationally in regards to teaching, learning, assessment and quality improvement
- Successful and motivational leadership, with an inclusive leadership style, and with experience of leading change
- Extensive knowledge and experience of education, higher Education and the issues and challenges facing the sector

### Key Competencies

- Excellent interpersonal, communication, presentation and partnership building skills for working in a complex multi stakeholder environment
- Excellent judgement with the ability to balance risks and opportunities
- Ability to resolve conflicts
- An absolute commitment to upholding the College Values. In particular, commitment:
  - to prioritize the needs of students
  - to act with integrity, authenticity & respect at all times
  - to secure continuous improvement and excellence
  - to focus on coaching and developing students to reach their full potential as a commitment to continuous personal development
- Must possess the ability to interpret relevant student related data accurately.

### Application Procedure

Interested candidates who meet the above qualifications should send their applications to the address below through email [careers@bihc.ac.ke](mailto:careers@bihc.ac.ke) on or before **28<sup>th</sup> February 2019**. Applications should have a cover letter, curriculum vitae, copies of Academic and professional credentials, names and contacts of three referees.

The Principal,  
Boma International Hospitality College (BIHC)  
South "C" (Bellevue)  
Red Cross Road, Off Popo Road  
P. O. Box 26601 - 00100  
**NAIROBI**

Applications can also be dropped off at Boma International Hospitality College (BIHC)

***Job disclaimer and notification:***

*Boma International Hospitality College is an equal opportunity employer and does not charge / accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.*

**Note: applications which do not meet the above requirements will not be considered. Only Shortlisted Candidates will be contacted.**