



Mrs. Esther Gitongu

DESIGNATION: Examinations Administrative Assistant, Digital School.

AREA OF SPECIALISATION: Arts

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CORE DUTIES & RESPONSIBILITIES:

- Preparing CATs and Examinations timetable
- Online units registration
- Maintaining examination files and records
- Collecting CATs and Exams of DSVOL foreign students from the ministry of foreign affairs and dispatching them to the relevant departments
- Receiving, recording and sorting sit-in CATS from the lecturers and arranging them center-wise
- Taking minutes during meetings
- Making various follow-ups on students and examinations issues
- Handling students' complaints and giving them all the necessary information and
- Writing CATs and examinations submission reports.