

- Provision of a focal point for admission of international students and their activities while at the University of Nairobi;
- Responsible for the welfare of international visiting staff and researchers while at the University of Nairobi;
- Assisting in travel arrangements for UoN academic members of staff as well as visiting scholars and students.
- Coordinating activities of UoN staff and students visiting universities abroad;
- Keeping records and updating all links and agreements that the University has with International Universities/Organizations.
- Involved in the negotiations leading to the signing of Memoranda of Understanding (MOU) on links/or and agreements with other institutions;
- Liaising with the University's Legal Officer in scrutinizing draft Memoranda of Understanding (MOU) and agreements before they are executed;
- Receiving copies of progress reports periodically submitted to the funding agencies under the terms of the MOU/Agreement and recommending renewals or otherwise;
- Ensuring that the benefiting departments and their international counterparts comply with the terms of the MOU;
- Collecting and disseminating relevant information on international programmes and links;
- Preparation of annual reports on the status, nature and scope of interaction with each of the MOUs/Memorandum of Agreements..
- Fundraise for scholarships and any other funds for UON students or staff