



KIBABII UNIVERSITY

EXTERNAL ADVERTISEMENT FOR ADMINISTRATIVE VACANCIES

Pursuant to Part V Section 35 of the Universities Act 2012, Part IV Section 23 of the Kibabii University Charter, 2015 and Kibabii University Statutes 2023, the University invites applications from suitably qualified applicants for the following vacant positions:

ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Chief Internal Auditor(<i>Re-advertisement</i>)	AD 15	KIBU/ADM/61/2025	1
2.	Deputy Chief Medical Officer (<i>Re-advertisement</i>)	AD 14	KIBU/ADM/62/2025	1
3.	Senior Accountant (<i>Re-advertisement</i>)	AD 13	KIBU/ADM/63/2025	1
4.	Public Health Assistant III	AD 5	KIBU/ADM/64/2025	1
Grand Total				4

1. CHIEF INTERNAL AUDITOR, GRADE AD 15 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer must have:

- PhD in any of the following disciplines: - Business Administration (Finance or Accounting option); or equivalent qualification from a recognized institution;
OR
Master's degree in any of the following disciplines: - Business Administration (Finance or Accounting option); or equivalent qualification from a recognized institution with work experience of at least ten (10) years of which at least five (5) years as a Deputy Chief Internal Auditor Grade AD 14 or its equivalent;
- Bachelor's degree in any of the following disciplines: - Commerce (Accounting or Finance option); Business Administration (Accounting or Finance option) or equivalent qualification from a recognized institution;
- Served in the grade of Deputy Chief Internal Auditor Grade 14 or in a comparable position for a minimum period of three (3) years;
- Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- Be a registered member (in good standing) of the Institute of Internal Auditors (IIA) or Institute of Certified Public Accountants of Kenya (ICPAK);



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- vi. Certificate in Strategic Leadership/Governance Course lasting not less than six (6) weeks will be an added advantage;
- vii. Certificate in computer applications from a recognized institution;
- viii. Have high integrity and professional standards; and
- ix. Have outstanding professional competence and Managerial skills in Internal Audit work as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Developing and reviewing operational and management systems, policies and guidelines;
- ii. Together with Internal Audit staff, formulating annual audit plan in consultation;
- iii. Implementing annual audit plan and any other special assignments;
- iv. Coordinating Preparation of timely audit reports;
- v. Advising Management on relevant audit policies and procedures;
- vi. Sensitizing staff on the role of Internal Audit operations;
- vii. Presenting quarterly audit reports to the Vice Chancellor and the Audit Committee;
- viii. Initiating development and review audit techniques, procedures and internal audit controls;
- ix. Facilitating preparation and submission of audit reports;
- x. Implementing of annual audit work plans;
- xi. Providing secretariat services to the Audit, Risk and Compliance Committee;
- xii. Developing and monitoring performance targets; and
- xiii. Managing and developing internal audit staff.

2. DEPUTY CHIEF MEDICAL OFFICER, GRADE AD 14 – ONE(1) POSITION

Requirements for Appointment:

For appointment to this grade, a candidate: -

- i. Must be a qualified medical doctor with Bachelor of Medicine and Bachelor of Surgery (MBChB/MBBS) degree from a recognized University.
- ii. Must have Master's degree in any of the following disciplines: Medicine, Pediatrics; Cardiothoracic Surgery; Dermatology; Public Health or its equivalent from a recognized institution;
- iii. Must have Fifteen (15) years' working experience 3 of which as Senior Medical Officer Scale 13 or its equivalent in a busy government or private medical institution;
- iv. Must be registered by the Kenya Medical and Dentists, Practitioners Board;
- v. Must have a current practicing license; and
- vi. Be ICT Competent.
- vii. PhD Degree in a relevant area is an added advantage.

Duties and Responsibilities

Reporting to the Deputy Vice-Chancellor (Administration, Finance and Development), the Deputy Chief Medical Officer shall on the overall be responsible for the supervision and management of all administrative and operational functions of the University Health Services.

The Deputy Chief Medical Officer shall have the following duties and responsibilities:

- i. Ensure sustained and effective relationships between the University Health Centre and the University Management;



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- ii. Ensure that the University Medical Centre operates in accordance with its vision, mission, plans and policies set by the Board, by overseeing quarterly Monitoring and Evaluation (M & E);
- iii. Shall be the Head of the University Health Centre;
- iv. Ensure prudent and economical resource management for the University Health Centre;
- v. Oversee, promote and maintain the culture of clinical research and training and ensure that the Hospital has sufficient infrastructure facilities to support it;
- vi. Oversee, initiate, establish and maintain inter-institutional collaboration and strategic partnership with other relevant healthcare institutions in clinical referral, clinical research and training services in the region and beyond;
- vii. Develop and foster effective collaboration among the Hospital's departments, staff leadership, faculty and other affiliated services to ensure an integrated approach to providing services, and fulfilling the clinical service delivery, research and training goals and objectives;
- viii. Promote and ensure a culture of compliance with all established statutory and professional regulations and requirements, good governance principles and best practices in the health center;
- ix. Oversee and ensure competitive compensation of human resources in order to attract and retain highly skilled individuals in the health Centre; and
- x. Work through the Management team and medical leadership of the clinic, serving as a resource to help reduce costs, enhance revenues, achieve effective utilization and quality goals and objectives, analyze and utilize information to develop and support management decisions.

3. SENIOR ACCOUNTANT, GRADE AD 13 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Master's degree in any of the following disciplines:- Business Administration (Finance or Accounting option) or equivalent qualification from a recognized institution;
- ii. Bachelor's degree in any of the following disciplines:- Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or equivalent qualification from a recognized institution;
- iii. Served in the grade of Accountant I Grade AD 12 or in a comparable position for a minimum period of three (3) years;
- iv. Passed CPA III /ACCA III from a recognized institution;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- vi. Be a member of recognized professional body in good standing; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Interpreting, advising and coordinating implementation of government financial policies, regulations and procedures;
- ii. Spearheading the formulation and review of financial management and accounting procedures;
- iii. Overseeing preparation of annual financial statements;
- iv. Ensuring compliance with public sector and donor financial reporting guidelines;
- v. Overseeing preparation and implementation of financial manuals and procedures;
- vi. Authorizing payments;
- vii. Ensuring compliance with expenditure limits;
- viii. Reviewing the applications of accounting standards and systems;



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- ix. Monitoring and ensuring timely production of management and statutory financial reports;
- x. Instituting accounting and internal control procedures;
- xi. Formulating financial management procedures;
- xii. Ensuring that all donor and government grants are accounted for appropriately;
- xiii. Preparing, planning and coordinating external audit; and
- xiv. Approving all correcting journal entries prepared by accountants.

4. PUBLIC HEALTH ASSISTANT III, GRADE AD 5 - ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Diploma in Environmental Health or Public Health or its equivalent from an accredited examining body;
- ii. Registered with relevant professional body (where applicable);
- iii. Valid practicing license from the relevant professional body (where applicable);
- iv. Proficiency in computer applications.

Duties and Responsibilities

This is the entry level for this cadre. An officer at this level will work under the guidance of a designated officer. Duties and responsibilities at this level will entail: -

- i. Identifying environmental health issues;
- ii. Maintaining up to date records of services rendered;
- iii. Implementing vector, vermin and rodent control measures;
- iv. Implementing integrated mosquito control strategies;
- v. Issuing of statutory notices;
- vi. Inspecting all sources of water and ensuring testing to ascertain safe drinking water;
- vii. Undertaking inspection for preventive maintenance of health care facilities;
- viii. Overseeing construction of sanitary facilities;
- ix. Collecting food samples for bacteriological and chemical analysis;
- x. Initiating and implementing public Health Care Programmes;
- xi. Implementing integrated mosquito control and other public health strategies;
- xii. Following up on proper collection and disposal of solid/liquid waste;
- xiii. Coordination of fumigation services to ensure quarterly fumigation of halls of residence and any other building within the Institution;
- xiv. Taking wastewater samples for testing to determine degree of effluence;
- xv. Maintaining Records on disease outbreaks;
- xvi. Coordinating outreach programmes; and
- xvii. Preparing and issuing of certificate of inspection to all buildings within the institution.



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Terms and Conditions

In accordance with Kibabii University Charter and Statutes, successful candidates for the positions of Deputy Chief Medical Officer, Senior Accountant and Public Health Assistant III shall hold office on permanent and pensiable terms subject to satisfactory performance in accordance with the terms and conditions of service as approved by University Council from time to time. Successful candidates for the position of Chief Internal Auditor shall hold office on five-years contract.

How to Apply

Each application shall be accompanied by detailed curriculum vitae with three (3) referees, certified copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.

Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).

Successful candidates shall be required to submit the following documents:

- i. Clearance from the Kenya Revenue Authority;
- ii. Clearance from the Higher Education Loans Board;
- iii. Clearance from the Ethics and Anti-Corruption Commission;
- iv. Clearance from a Credit Reference Bureau; and
- v. Criminal Investigation Department - (Certificate of Good Conduct).

All applications should be clearly marked with the referenced number of the advertised position and submitted as follows:

1. Six (6) hard Copies; and
2. Electronic scanned copy in PDF format (as one running document) to be sent to the following e-mail Councilrecruitment@kibu.ac.ke by **5pm EAT Friday, 29th August, 2025**.

The Six (6) hard Copies must be submitted on or before **Friday, 29th August, 2025** and be addressed to:-

**The Vice Chancellor, Kibabii University,
P.O. Box 1699 - 50200,
Bungoma
OR**

**Dropped at:
Kibabii University – Main Campus
Administration Registry, Third Floor Room ADA 307**

Please Note:

- Kibabii University is an equal opportunity employer. **WOMEN, MARGINALIZED AND PERSONS LIVING WITH DISABILITY are encouraged to apply.**
- The University does not charge any fee for the whole recruitment and selection exercise.
- Any form of canvassing will lead to automatic disqualification of the applicant.
- Only shortlisted candidates will be contacted.



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