



## KIBABII UNIVERSITY

### INTERNSHIP PROGRAMME OPPORTUNITIES

Kibabii University invites applications from suitably qualified applicants for the following internship vacancies for a period of six (6) months renewable for a further six (6) months subject to satisfactory performance. This is in support of the Governance's youth initiative to develop a pool of young talent for the Kenyan Labour Market, by giving young people an exposure of the work place environment.

| INTERNSHIP POSITIONS |  |                  |              |
|----------------------|--|------------------|--------------|
| S/No.                | Department                                   | Advert No.       | No. of Posts |
| 1.                   | Administration & Human Resource              | KIBU/INT/01/2025 | 1            |
| 2.                   | Finance Department                           | KIBU/INT/02/2025 | 1            |
| 3.                   | Open Distance and Electronic Learning (ODEL) | KIBU/INT/03/2025 | 1            |

### Qualifications and Basic Requirements

- Qualifications in the following fields from a recognized institution:
  - A Bachelor's Degree in Human Resource Management; Personnel Management; Human Resource Development; Industrial Relations; Public Administration, Business Administration; Office Management or equivalent qualification.
  - Finance or Accounting from a recognized University and CPA Part Two; and
  - ODEL ;Information and Communication , Computer Science or equivalent qualification;
- Be unemployed Kenyan aged 20 and 35 years
- Must have not benefited from a similar programme
- Must have completed training and graduated with documentary proof of qualification (Degree) from a recognized Institution.

### How to Apply:

Interested applicants should submit three (3) copies of their applications with detailed curriculum vitae; e-mail address; telephone contacts; postal address; copy of their original National Identification card (ID) or Passport; certified copies of academic, professional certificates and testimonials; PIN certificates, copy of National Social Security Fund (NSSF) card; Social Health Authority (SHA); Certificate of Good conduct; Valid insurance cover and a recommendation letter from the University.



Kibabii University ISO 9001:2015 Certified  
Knowledge for Development

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

1. Three (3) hard Copies; and
2. Electronic scanned copy in PDF format (as one running document) to be sent to the following e-mail [recruitment@kibu.ac.ke](mailto:recruitment@kibu.ac.ke) by **5pm EAT Friday 12<sup>th</sup> September, 2025**.

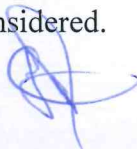
The Three (3) hard Copies must be submitted on or before **Friday 12<sup>th</sup> September, 2025** and be addressed to:-

**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.
- Successful candidates will be paid a stipend of KES 15,000.00 p.m
- No other financial benefit is attached to these positions; and
- Late application will not be considered.



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