

Date: 1<sup>st</sup> December, 2025



**KIBABII UNIVERSITY**

**INTERNAL 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 2021, the University invites applications from suitably qualified applicants for the following vacant positions:

ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade		No. of Posts
1.	Accountant II	AD 11	KIBU/ADM/80/2025	3
2.	Senior Human Resource Management Officer III	AD 11	KIBU/ADM/81/2025	1
3.	Senior Administrative Assistant I	AD 11	KIBU/ADM/82/2025	4
4.	Senior ICT Officer III	AD 11	KIBU/ADM/83/2025	1
5.	Records Management Officer III	AD 8	KIBU/ADM/84/2025	2
6.	Office Administrator	AD 8	KIBU/ADM/85/2025	2
7.	Human Resource Management Officer III	AD 8	KIBU/ADM/86/2025	1
8.	Administrative Assistant II	AD 8	KIBU/ADM/87/2025	3
9.	Corporate Communications and Marketing Officer III	AD 8	KIBU/ADM/88/2025	1
10.	Technologist III	AD 8	KIBU/ADM/89/2025	1
Total				19

Approved  
  
01/12  
2025



Kibabii University ISO 9001:2015 Certified  
Knowledge for Development

## ADMINISTRATIVE POSITIONS

### 1. ACCOUNTANT II, GRADE AD 11 – THREE (3) POSITIONS (FINANCE & AUDIT DEPARTMENTS)

#### Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Master'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 with three (3) years relevant work experience;

#### OR

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 Assistant Accountant I, Grade 10 or in a comparable position for a minimum period of three (3) years;

- ii. Passed CPA III / ACCA III from a recognized institution;
- iii. Be a member of a recognized professional body;
- iv. Certificate in Computer Applications from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

- i. Duties and responsibilities at this level will entail:-
- ii. Ensuring compliance with financial processes and procedures;
- iii. Ensuring overhead remittances are done;
- iv. Carrying out data analysis to support preparing accounts reports;
- v. Verifying that expenditures are within projected budgets;
- vi. Extracting and providing cash liquidity analysis;
- vii. Managing and monitoring donor grants accounts;
- viii. Overseeing the reconciliation and maintenance of general ledger accounts;
- ix. Ensuring invoicing and accounting of University services;
- x. Maintaining and Updating of accounting records;
- xi. Reconciling creditors, and debtors' accounts;
- xii. Facilitate payroll and personnel payments
- xiii. Ensuring that all payments are within the approved University budgetary provisions;
- xiv. Monitoring and reviewing of inventory transactions; and
- xv. Supervising the updating and maintenance of fixed assets.

### 2. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER III, GRADE AD 11 – ONE (1) POSITION

#### Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. Master's Degree in any of the following disciplines: Human Resource Management; Personnel



Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognized institution with three (3) years relevant work experience equivalent;

**OR**

- ii. Bachelor's degree in any of the following disciplines:- Human Resource Management; Personnel Management; Human Resource Development Industrial Relations or equivalent qualification from a recognized institution; OR Bachelor's degree in any of the following disciplines:- Economics; Sociology; Business Administration; Public Administration; Anthropology **plus** a Post Graduate Diploma in Human Resource Management/Development **or** Certified Public Secretary Part III or equivalent qualification from a recognized institution; and Served in the grade of Human Resource Management Officer I, Grade 10 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Application skills from a recognized institution;
- iv. Be a member of a professional body in the Human Resource field; and
- v. Have demonstrated merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- i. Verifying information relating to recruitment, appointment and transfers;
- ii. Interpreting and implementing human resource management policies, regulations, procedures and systems;
- iii. Compiling human resource reports;
- iv. Preparing cases for review by Management Advisory Committee;
- v. Implementing human resource decisions within existing rules, regulations and procedure;
- vi. Verifying payroll and complement control data;
- vii. Processing pension payments;
- viii. Compiling training projections and plans;
- ix. Coordinating training programmes;
- x. Maintaining human resource database;
- xi. Coordinating staff induction and orientation;
- xii. Carrying out staff welfare management;
- xiii. Implementing work place health and safety;
- xiv. Complying with Human Resource statutory and regulatory requirements; and
- xv. Demonstrated merit and ability as reflected in work performance and results.

### **3. SENIOR ADMINISTRATIVE ASSISTANT I, GRADE AD 11 – FOUR (4) POSITIONS**

#### **Requirements for Appointment**

For appointment to this grade, an officer must have:-

- i. Masters degree in any of the following disciplines: Education, Human Resource Management, Business Administration or any other Social Science/relevant degree from a recognized institution with three (3) years' work experience in a relevant field;

**OR**

Bachelor's degree in the following disciplines: Education, Human Resource Management, Business Administration or any other Social Science from a recognized institution;

Served in the grade of Senior Administrative Assistant II, Grade 10 or in a comparable position, for a minimum period of three (3) years;





- ii. Certificate in Computer Applications from a recognized institution;
- iii. CPS (III)/CHRP(III) or Postgraduate Diploma in a relevant field is an added advantage;
- iv. Registered with relevant professional body; and
- v. Demonstrated merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- i. Facilitating meetings, conferences and other special events;
- ii. Ensuring payment of bills;
- iii. Ensuring provision of office equipment and materials;
- iv. Maintaining and updating furniture and office equipment inventory;
- v. Ensuring maintenance of records of University assets and properties including title deeds, log books and insurance covers;
- vi. Overseeing telephone and registry services;
- vii. Coordinating provision of office accommodation;
- viii. Preparing budget; and
- ix. Ensuring preparation of quarterly and annual reports;

#### **4. SENIOR ICT OFFICER III, GRADE AD 11 – ONE (1) POSITION**

##### **Requirements for Appointment**

For appointment to this grade, an officer must have: -

- i. Master's Degree in Information & Communication Technology (ICT) or equivalent qualification from a recognized institution with three (3) years relevant work experience;
- OR**
- ii. Bachelor's Degree in Information & Communication Technology (ICT) or equivalent qualification from a recognized institution;
  - iii. Served in the grade of ICT Officer I Grade 10 or in a comparable position for a minimum period of three (3) years;
  - iv. A holder of professional qualification;
  - v. Membership of professional body; and
  - vi. Demonstrated merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- i. Supervising and coordinating of procurement, installation, testing and commissioning of ICT computing systems (hardware and software) and data communication systems;
- ii. Supervising and coordinating of the development and maintenance of business application systems;
- iii. Marketing and utilization of ICT services in the university;
- iv. Coordinating the ICT income generating projects;
- v. Supervising, organizing and coordinating the operation and maintenance of computer hardware, software, networking devices, electronic equipment, printers, monitors, un-



- interruptible power supplies (UPS) and other ICT electronic equipment;
- vi. Providing guidance and procedures in operations and maintenance of computing and data communications equipment;
- vii. Planning, preparation and monitoring of maintenance procedures in the University;
- viii. Identifying tools, services and facility requirements and advice on their procurement;
- ix. Adequately document ICT maintenance and operations activities;
- x. Coordinating the installation and maintenance of University database systems;
- xi. Ensuring that the database server, E-Mail server and any other relevant servers are up and running at all times;
- xii. Ensuring users access the required information in the database when they need it;
- xiii. Monitoring the database server's performance and tuning it accordingly;
- xiv. Organizing, configuring, operating and maintaining of database systems;
- xv. Designing and controlling of the organizations database to preserve its integrity and prevent unauthorized usage or change;
- xvi. Maintaining database security through regular backups and recovery duties; Establishing the appropriate content and format of data records, the structure of data relationships and the appropriate data names and key fields;
- xvii. Database management and administration;
- xviii. Managing database users and database security by assigning usernames, passwords and permissions;
- xix. Establishing and enforcing database standards;
- xx. Overseeing network installations, as well as monitoring and maintaining the Institutions ICT network and evaluating new network hardware and software;
- xxi. Performing network monitoring and analysis, performance tuning, troubleshooting and escalating issues, including proactive problem resolution and complex problem analysis as necessary, to maintain network performance to meet user demand;
- xxii. Reducing operational risk and improving availability of the network by ensuring network access, monitoring, control, evaluation and documentation practices are maintained and adhered to;
- xxiii. Developing, maintaining and performing operational procedures and ensure operational tasks are performed reliably and consistently to reduce the risk of unplanned outages;
- xxiv. Evaluating new network hardware and software solutions and monitor the market for emerging technology. Define network policies and procedures;
- xxv. Collecting and analyzing operational data (especially incident and change records) to identify emerging trends and log problem records to assist with problem resolution and increased network availability;
- xxvi. Installing, maintaining, upgrading, and troubleshooting switches (HP and CISCO), routers, gateways, firewalls, and other networking infrastructure for local area and wide area networks (LAN/WAN), including Internet connectivity;
- xxvii. Training and providing troubleshooting procedures to helpdesk personnel for first-line network issues;
- xxviii. Performing day-to-day administration of the institutions network infrastructure; and
- xxix. Monitoring and troubleshooting network performance and security issues.

## 5. RECORDS MANAGEMENT OFFICER III, GRADE AD 8 – TWO (2) POSITIONS

### Requirements for Appointment

For appointment to this grade, an officer must have:



**Kibabii University ISO 9001:2015 Certified**  
Knowledge for Development



- i. Bachelor's degree in any of the following disciplines:- Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognized institution;
- ii. Good interpersonal and communication skills; and
- iii. Certificate in Computer Applications from a recognized institution.

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Checking and taking appropriate action on pending correspondence and bring-ups;
- ii. Preparing indexes, classified descriptive lists, location guides and inventory lists;
- iii. Implementing policies and procedures on records management;
- iv. Preserving and controlling records;
- v. Maintaining databases for control and retrieval of records;
- vi. Coordinating receiving, sorting, opening and dispatching of mails and related registers are maintained;
- vii. Coordinating proper storage, custody and preservation of archives;
- viii. Ensuring Security of information, documents, files and office equipment;
- ix. Coordinating maintenance of files, records and registry;
- x. Initiating appraisal and disposal of files and document; and
- xi. Weeding of ephemeral records.

## **6. OFFICE ADMINISTRATOR III, GRADE AD 8 – TWO (2) POSITIONS**

### **Requirements for Appointment**

For appointment to this grade, an officer must have: -

- i. Bachelor's degree in any of the following disciplines: - Secretarial Studies; Business and Office Management or equivalent qualification from a recognized institution;

**OR**

Bachelor's degree in Social Sciences **plus** a Diploma in Secretarial Studies from a recognized institution;

- ii. Good interpersonal and Communication skills;
- iii. Certificate in computer applications from a recognized institution; and
- iv. Kenya National Secretaries Association (KENASA) Membership.

### **Duties and Responsibilities**

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

- i. Taking oral dictation;
- ii. Managing e-office;
- iii. Word and data processing;
- iv. Operating office equipment;
- v. Attending to visitors and clients;
- vi. Handling telephone calls and appointments;
- vii. Coordinating schedules of meetings and appointments;
- viii. Ensuring security of office records, equipment and documents, including classified materials;
- ix. Ensuring security, integrity confidentiality of data;
- x. Preparing responses to routine correspondence;



- xi. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xii. Maintaining an up to date filing system in the office;
- xiii. Managing office protocol and etiquette;
- xiv. Managing petty cash; and
- xv. Supervising office cleanliness.

**7. HUMAN RESOURCE MANAGEMENT OFFICER III, GRADE AD 8 – ONE (1) POSITION**

**Requirements for Appointment**

For appointment to this grade a candidate must have:

- i. Bachelor's degree in any of the following disciplines: - Human Resource Management; Personnel Management; Human Resource Development Industrial Relations or equivalent qualification from a recognized institution;

**OR**

Bachelor's degree in any of the following disciplines:- Economics; Sociology; Business Administration; Public Administration; Anthropology **plus** a Post Graduate Diploma in Human Resource Management/Development **or** Certified Public Secretary Part III or equivalent qualification from a recognized institution; and

- ii. Certificate in Computer Application skills from a recognized institution.

**Duties and Responsibilities**

Duties and Responsibilities at this level will entail:

- i. Handling simple HRM tasks of analytical nature;
- ii. Capturing and inputting data in the HR system;
- iii. Compiling and updating employee's records;
- iv. Inputting payroll data;
- v. Drafting routine correspondence;
- vi. Processing leave applications;
- vii. Compiling routine reports;
- viii. Processing employee claims;
- ix. Processing employee recruitment, promotion and exit documents;
- x. Verifying and updating employee's bio-data;
- xi. Verifying sick sheets and sickoffs;
- xii. Drafting routine correspondences;
- xiii. Updating National Hospital Insurance Fund (NHIF) and National Social Security Fund (NSSF) records; and
- xiv. Verifying staff claims.

**8. ADMINISTRATIVE ASSISTANT II, GRADE AD 8 – THREE (3) POSITIONS**

**Requirements for Appointment**

For Appointment to this grade a candidate must have:



Date: 1<sup>st</sup> December, 2025

- i. Bachelor's degree in Education, Public Administration, Human Resource Management, Business Administration or any other Social Science/relevant degree from a recognized institution; and
- ii. Certificate in Computer Applications from a recognized institution.

### **Duties and Responsibilities**

This is the entry grade for this cadre. Work at this level will be carried out under supervision and guidance of a senior officer. Specific duties and responsibilities at this level will entail:

- i. Collecting and compiling data for use in University examination;
- ii. Collecting and compiling data and student admissions and other related records;
- iii. Compiling record of students disciplinary cases;
- iv. Offering secretariat services to meetings;
- v. Data entry and analysis;
- vi. Collating and compiling data for use for academic programmes and teaching facilities; and
- vii. Carry out staff data management for department;
- viii. Prepare departmental reports, conference reports, training reports for onward submission for action by management;
- ix. Ensure that personnel registry, central/general registry and mail registry operate effectively; and
- x. Organize inductions/orientations, seminars and workshops for staff and keep all relevant parties in the division informed.

### **9. CORPORATE COMMUNICATIONS AND MARKETING OFFICER III, GRADE AD 8 - ONE (1) POSITION**

### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following disciplines:- Journalism; Mass Communications; Public Relations; Communication and Media or equivalent qualification from a recognized institution; and
- ii. Certificate in computer applications from a recognized institution.

### **Duties and Responsibilities**

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

- i. Monitoring reports from the Customer Service Officers and preparing reports;
- ii. Analyzing of customer complaints and compliments;
- iii. Gathering and editing information on existing programmes and significant events;
- iv. Editing staff and students' publications; and
- v. Editing stories on topical issues of mutual concern.





## 10. TECHNOLOGIST III, GRADE AD 8- ONE (1) POSITION

### Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in a relevant area of specialization from a recognized institution; and
- ii. Proficiency in Computer Applications.

### Duties and Responsibilities

- i. Conducting practical's to undergraduates and post graduate students;
- ii. Participating in departmental research activities;
- iii. Preparing the list of chemicals, equipment and other consumables to be procured in the laboratory;
- iv. Ensuring an inventory for equipment, chemicals and other consumables is caused in the laboratory;
- v. Ensuring laboratory equipment and machines are well secured and calibrated according to ISO standards;
- vi. Overseeing provision of laboratory services as well as allocation of duties to junior laboratory staff;
- vii. Ensuring training students and interns attached to the Laboratory;
- viii. Planning, supervising, evaluating and coordinating of laboratory work in
- ix. the area of specification;
- x. Preparing the budget for laboratory equipment;
- xi. Ordering and maintaining records of supplies (consumables);
- xii. Ensuring laboratory equipment are secure and accessible; and
- xiii. Supervising and training staff engaged in laboratory work.

### Terms and Conditions

### How to Apply

**ONLY Kibabii University staff** on permanent and pensionable terms and contract terms are required to apply for advertised positions. Each application shall be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.

A letter of recommendation from the Chairperson/Head of Department on the applicant's professional experience and character in general should be sent to the address below.

All applicants 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 copies in PDF format (as one running document) to be sent to the following e-mail [recruitment@kibu.ac.ke](mailto:recruitment@kibu.ac.ke)



Date: 1<sup>st</sup> December, 2025

Applications must be submitted on or before **Friday 12<sup>th</sup> December, 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 306**

***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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