



## KIBABII UNIVERSITY

### **INTERNAL ADVERTISEMENT FOR ADMINISTRATIVE VACANCIES**

Pursuant to Part IV Section 23 of the Kibabii University Charter 2015, and Kibabii University Statutes 2020, the University invites applications from suitably qualified applicants for the following vacant positions:

ADMINISTRATIVE POSITIONS				
1.	Administrative Assistant I, (Transport Section)	AD 9	KIBU/ADM/70/2021	1
2.	Technologist III, (Biological Sciences)	AD 8	KIBU/ADM/71/2021	1
<b>Total</b>				<b>2</b>

The applicants **MUST**:

- Be employees of Kibabii University on **Permanent and Pensionable Terms**;
- Have served in their current grade for a minimum period of **three (3) years as at 31<sup>st</sup> December, 2020**; and
- Apply for only **one (1)** grade above their current grade.

#### ADMINISTRATIVE POSITIONS

##### **1. ADMINISTRATIVE ASSISTANT I, (TRANSPORT SECTION) GRADE AD 9 – ONE (1) POSITION**

#### Requirements for Appointment

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

- Bachelor's Degree in any of the following disciplines: Public Administration; Business Administration; Human Resource Management, Office Management or any other relevant social science from a recognized institution;
- Served in the grade of Administrative Assistant II, Grade AD 8 or in a comparable position for a minimum period of three (3) years;
- CPS (I)/CIHRM I or a Postgraduate Diploma in a relevant field;
- Certificate in Computer Applications from a recognized institution;
- Must be registered with relevant professional body; and
- Demonstrated merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

- Ensuring general cleanliness;
- Maintaining records of University assets and properties including title deeds, log books and insurance covers for vehicles;
- Overseeing telephone and registry services;
- Ensuring provision of office accommodation.
- Preparing budget;
- Ensuring preparation of quarterly and annual reports; and
- Performing any other duties assigned by the Head of Department.



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

Approved  
13/08  
2021



## 2. TECHNOLOGIST III, (BIOLOGICAL SCIENCES) GRADE AD 8 – ONE (1) POSITION

### Requirement for Appointment

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

- i. Bachelor's degree in a relevant area of specialization from a recognized institution with a Technical Certificate;  
OR  
Higher Diploma in a relevant area or its equivalent qualification from a recognized institution with three (3) years relevant work experience; and
- ii. Certificate in Computer Application from a recognized institution.

#### Duties and Responsibilities

- i. Conducting practicals to undergraduates and post graduates 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 maintained 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 safe use and disposal of chemicals; and
- viii. Ensuring training students and interns attached to the Laboratory.

#### How to Apply

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. Six (6) 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)

Applications must be submitted on or before **Friday 20<sup>th</sup> August, 2021** 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 ABA 308**

**Note:** Kibabii University is an equal opportunity employer, women, marginalized and persons living with disability are encouraged to apply.

