



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 2020, the University invites applications from suitably qualified applicants for the following vacant positions.

ADMINISTRATIVE POSITION				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Artisan IV (General Labourer)	AD 1	KIBU/ADM/78/2021	2
Total				2

ADMINISTRATIVE POSITION

1. ARTISAN IV (GENERAL LABOURER) – GRADE AD I, KOPSIRO FARM

Requirements for Appointment:

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

- i. Kenya Certificate of Secondary Education (KCSE) Mean Grade D (Plain) or equivalent qualification from a recognized institution;
- ii. Certificate in computer application skills from a recognized institution; and
- iii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Perform basic repair and maintenance of facilities;
- ii. Carrying out routine checks for repairs and maintenance of equipment;
- iii. Making requisitions for materials;
- iv. Monitoring and regulating usage of water; and
- v. Observing safety measures.

Terms and Conditions

Successful candidates shall hold office on a contract period of **Three (3) years** renewable subject to satisfactory performance in accordance with the terms and conditions of service as approved by University Council from time to time.



How to Apply

All applications should be scanned copies in PDF format (as one running document) to be sent **ONLINE** to the following e-mail address recruitment@kibu.ac.ke by **5pm EAT Monday, 24th January, 2022** indicating the **position applied for** in the **SUBJECT** of the e-mail.

Each application shall be accompanied by detailed curriculum vitae with 3 referees, copies of relevant academic and professional certificates, National Identity Card or passport, testimonials and other relevant supporting documents.

Applicants must also submit the following current documents:

- i. KRA PIN Certificate;
- ii. Clearance from the Ethics and Anti-Corruption Commission;
- iii. Criminal Investigation Department - (Certificate of Good Conduct);

The applications should be addressed to:-

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

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.

