

Date: 8<sup>th</sup> August, 2023



## 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	Advert No.	No. of Posts
1.	Accountant II	AD 11	KIBU/ADM/93/2023	2
2.	Senior Human Resource Management Officer III (Payroll)	AD 11	KIBU/ADM/94/2023	1
3.	Senior Administrative Assistant I	AD 11	KIBU/ADM/95/2023	2
4.	Senior ICT Officer III	AD 11	KIBU/ADM/96/2023	1
5.	Senior Accounts Assistant	AD 8	KIBU/ADM/97/2023	2
6.	Senior Library Assistant	AD 8	KIBU/ADM/98/2023	1
7.	Office Administrator III	AD 8	KIBU/ADM/99/2023	2
8.	Administrative Assistant II	AD 8	KIBU/ADM/100/2023	2
9.	Senior Chef III	AD 5	KIBU/ADM/101/2023	2
10.	Library Assistant III	AD 5	KIBU/ADM/102/2023	1
Sub-total				16

Approved.  
VC  
08/08  
2023



## ADMINISTRATIVE POSITIONS

### 1. ACCOUNTANT II, GRADE AD 11 – TWO (2) POSITIONS

#### 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**
- 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; Served in the grade of Assistant Accountant I, Grade 10 or in a comparable position for a minimum period of three (3) years;
- iii. Passed CPA III / ACCA III from a recognized institution;
- iv. Be a member of a recognized professional body;
- v. Certificate in Computer Applications from a recognized institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

This is will be the entry grade for this cadre. Duties and Responsibilities at this level will entail:

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

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

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;

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;

- ii. Qualification in Certified Public Accountant (CPA-K) will be an added advantage;
- 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**

This is will be the entry grade for this cadre. Duties and Responsibilities at this level will entail:

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



### 3. SENIOR ADMINISTRATIVE ASSISTANT I, GRADE AD 11 – TWO (2) POSITIONS

#### Requirements for Appointment

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

- i. Master'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 with three (3) years relevant work experience equivalent;
- OR**
- ii. 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 Senior Administrative Officer II, Grade 10 or in a comparable position for a minimum period of three (3) years;
  - iii. Certificate in Computer Applications from a recognized institution
  - iv. CPS (K)/CHRP (K) or Postgraduate Diploma in a relevant field;
  - v. Registered with relevant professional body; and
  - vi. Demonstrated merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

This is will be the entry grade for this cadre. 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; Served in the grade of ICT Officer I Grade 10 or in a comparable position for a minimum period of three (3) years;



- iii. A holder of professional qualification;
- iv. Membership of professional body; and
- v. Demonstrated merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

This is will be the entry grade for this cadre. 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, uninterruptible 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;
- xvii. Establishing the appropriate content and format of data records, the structure of data relationships and the appropriate data names and key fields;
- xviii. Database management and administration;
- xix. Managing database users and database security by assigning usernames, passwords and permissions;
- xx. Establishing and enforcing database standards;
- xxi. Overseeing network installations, as well as monitoring and maintaining the Institutions ICT network and evaluating new network hardware and software;
- xxii. 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;
- xxiii. Reducing operational risk and improving availability of the network by ensuring network access, monitoring, control, evaluation and documentation practices are maintained and adhered to;
- xxiv. Developing, maintaining and performing operational procedures and ensure operational tasks are performed reliably and consistently to reduce the risk of unplanned outages;
- xxv. Evaluating new network hardware and software solutions and monitor the market for



- xxvi. emerging technology. Define network policies and procedures; 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;
- xxvii. 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;
- xxviii. Training and providing troubleshooting procedures to helpdesk personnel for first-line network issues;
- xxix. Performing day-to-day administration of the institutions network infrastructure; and
- xxx. Monitoring and troubleshooting network performance and security issues.

## 5. SENIOR ACCOUNTS ASSISTANT, GRADE AD 8 – TWO (2) POSITIONS

### Requirements for Appointment

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

- i. Bachelor's degree in Finance, Accounting or Business Administration from a recognized University and CPA Part Two

#### OR

- CPA III/ ACCA III; Served in the grade of Accounts Assistant I Grade 7 or in a comparable position for a minimum period of three (3) years;
- ii. Certificate in Computer Applications from a recognized institution; and
- iii. Demonstrated merit and ability as reflected in work performance and results.

### Duties and Responsibilities

- i. Preparing daily bank reconciliation;
- ii. Writing of payment cheques;
- iii. Accounting for imprests regularly;
- iv. Processing of payroll input data;
- v. Verifying payment vouchers;
- vi. Ascertaining accuracy of HELB returns and updating students' details;
- vii. Filing and retrieving of accountable documents,
- viii. Reconciling students' accounts;
- ix. Posting payment vouchers to the ledgers; and
- x. Preparing customer invoices for the services rendered.



## 6. SENIOR LIBRARY ASSISTANT, GRADE AD 8 – ONE (1) POSITION

### Requirements for Appointment

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

- (i) A Higher Diploma in Library studies or Information Science or equivalent qualifications from a recognized institution;
- (ii) Served in the grade of Library Assistant I Grade 7 or in a comparable position for a minimum period of three (3) years;

**OR**

- (iii) Bachelor's degree in Library and Information Sciences or related field;
- (iii) Certificate in Computer Applications from a recognized institution; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

### Duties and Responsibilities

This is will be the entry grade for this cadre. Duties and Responsibilities at this level will entail:

- i. Maintaining classification and catalogue standards in the library;
- ii. Shelving and circulating periodicals and other publications;
- iii. Indexing and abstracting journal articles;
- iv. Editing of reports, newsletters and other publications;
- v. Selecting and purchasing of information and other research materials in consultation with the lecturers;
- vi. Managing library database;
- vii. Providing reference and referral services;
- viii. Managing the Online Public Access Catalogue (OPAC); and
- ix. Coaching and mentoring staff.

## 7. 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 will be the entry grade for this cadre. Duties and Responsibilities at this level 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.

### **8. ADMINISTRATIVE ASSISTANT II, GRADE AD 8 – TWO (2) POSITIONS**

#### **Requirements for Appointment**

**For Appointment to this grade, an officer must have:**

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

#### **Duties and Responsibilities**

This is will be the entry grade for this cadre. 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 date 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. SENIOR CHEF III, GRADE AD 5 – TWO (2) POSITIONS

### Requirements for Appointment

For appointment to this grade a candidate must have:

- (i) Diploma in Food Production or equivalent from a recognized institution; and
- (ii) Certificate in computer application skills from a recognized institution;

### Duties and Responsibilities

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

- (i) Providing input in maintaining standard recipes;
- (ii) Ensuring cleanliness of kitchen equipment;
- (iii) Carryout food preparation, cooking, placement and delivery of foodstuff;
- (iv) Providing input in the revision of menus/dietary requirements; and
- (v) Planning for food orders.

## 10. LIBRARY ASSISTANT III, GRADE AD 5 – ONE (1) POSITION

### Requirements for Appointment

For appointment to this grade, an officer must have:

- i. A Diploma in Library Studies or Information Science or equivalent qualifications from a recognized institution; and
- ii. Certificate in Computer Applications from a recognized institution.

### Duties and Responsibilities

- i. Issuing and receiving books;
- ii. Compiling statistics of borrowed books;
- iii. Assisting users to track reading materials through OPAC;
- iv. Compiling of past papers
- v. Handling general enquiries;
- vi. Conducting orientation and registering new library users;
- vii. Filling of borrowing cards;
- viii. Sending reminder notices for overdue publications;
- ix. Updating the catalogue;
- x. Photocopying gazette notices with published standards and circulating to quality control officers;
- xi. Shelving new and returned books;
- xii. Ensuring that shelves are tidy and publications are filed in their right places;
- xiii. Receiving newspapers and magazines and maintaining their records;



- xiv. Assisting users to access the catalogue and retrieving information from the library;
- xv. Grouping information materials accordingly through classification and cataloguing systems; and
- xvi. Manning the circulation area.

### 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)

Applications must be submitted on or before **Friday 25<sup>th</sup> August, 2023** 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.

