



KIBABII UNIVERSITY

INTERNAL ADVERTISEMENT FOR ADMINISTRATIVE VACANCIES

Pursuant to Part V Section 35 of the Universities Act 2012, Part IV Section 23 of Kibabii University Charter, 2015 and Kibabii University Statutes 2021, the University invites applications from suitably qualified applicants for the following positions:

S/No	Designation	Grade	Advert No	No. of Posts
1.	Senior Chaplain/Senior Maalim II	AD 12	KIBU/ADM/13/2023	1
2.	Librarian I	AD 12	KIBU/ADM/14/2023	1
3.	Senior ICT Officer III	AD 11	KIBU/ADM/15/2023	1
4.	ICT Officer II	AD 9	KIBU/ADM/16/2023	1
5.	Human Resource Management Officer III (Payroll)	AD 8	KIBU/ADM/17/2023	1
6.	Administrative Assistant II	AD 8	KIBU/ADM/18/2023	2
7.	Supply Chain Management Officer III	AD 8	KIBU/ADM/19/2023	1
8.	Records Management Officer III	AD 8	KIBU/ADM/20/2023	1
9.	Library Assistant II	AD 6	KIBU/ADM/21/2023	1
10.	Clerical Officer I	AD 4	KIBU/ADM/22/2023	2
11.	Cook I	AD 4	KIBU/ADM/23/2023	1
12.	Artisan I	AD 4	KIBU/ADM/24/2023	8
13.	Office Assistant II	AD 3	KIBU/ADM/25/2023	1
14.	Artisan III	AD 2	KIBU/ADM/26/2023	1
15.	Artisan IV	AD 1	KIBU/ADM/27/2023	22
16.	Cook IV	AD 1	KIBU/ADM/28/2023	2
17.	Dining Hall/Hostel/Kitchen Attendant IV	AD 1	KIBU/ADM/29/2023	5
18.	Library Attendant IV	AD 1	KIBU/ADM/30/2023	4
19.	Games and Sports Attendant IV	AD 1	KIBU/ADM/31/2023	1
Total				57



Kibabii University ISO 9001:2015 Certified
Knowledge for Development

1. SENIOR CHAPLAIN II /SENIOR MAALIM GRADE – AD 12

Requirements for Appointment

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

- i. Master's Degree in any of the following disciplines: Sacred Theology; Christian/Islamic Philosophy; Pastoral theology; Counselling; Theology; Divinity; Christian or any other equivalent qualification from a recognized institution;
- ii. Bachelor's degree in any of the following disciplines: Sacred Theology; Christian Philosophy; Pastoral Theology; Theology; Theology and Bible; Divinity; Islamic; Arabic Studies (Jaami'iyah) or any other equivalent qualification from a recognized institution;
- iii. Served in the grade of Senior Chaplain III/Senior Maalim III Grade AD 11 from a recognized University;
- iv. A letter of recommendation from the head of church/Mosque where the Church/Mosque must be under the Umbrella of any of the following bodies: Kenya Conference of Catholic Bishops (KCCB); National Council of Churches of Kenya; Evangelical Fellowship of Churches in Kenya; East Africa Union of Seventh Day Adventist; Supreme Council of Kenya Muslims or any other recognized spiritual body; and
- v. A proven record of consistent Christian/Muslim character;
- vi. Certificate in Computer Application from a recognized institution;
- vii. Registered with relevant professional body; and
- viii. Demonstrated merit and ability as reflected in work performance and results

Duties and Responsibilities

- i. Offering spiritual and psychological counselling and guidance to students, staff and their families;
- ii. Performing religious ceremonies;
- iii. Identifying volunteer groups and coordinating their programs, participating in admission and discharge boards;
- iv. Implementing spiritual programmes;
- v. Ensuring observance of the Christian/Islamic seasonal and special events;
- vi. Managing records on chaplaincy matters;
- vii. Identifying chaplaincy development projects;
- viii. Facilitating seminars, workshops and retreats for students, staff and their families; and
- ix. Collaborating with external faith based and community organizations on matters of spiritual welfare.

2. LIBRARIAN I, GRADE – AD 12

Requirements for Appointment

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

- i. Master's Degree in Library Science, Information Science (IT Option) or equivalent qualification from a recognized institution



- ii. Bachelor's Degree in Library Science, Information Science (IT Option) or equivalent qualification from a recognized institution;
- iii. Served in the grade of Librarian II Grade AD 11 or in a comparable position for a minimum period of three (3) years;
- iv. Certificate in Computer applications from a recognized institution;
- v. Demonstrated merit and ability as reflected in work performance and results; and
- vi. Registered with relevant professional body.

Duties and Responsibilities

- i. Ensuring smooth and efficient running of the Library Services;
- ii. Ensuring indexing and abstracting of journal articles;
- iii. Supervising maintenance of the Library database;
- iv. Monitoring, publishing trends to advise on procurement of latest library information materials;
- v. Communicating and interpreting library policies, procedures, to users;
- vi. Ensuring safe custody of the library facilities;
- vii. Supervising, weeding and discarding of library materials;
- viii. Cataloguing data for library materials in line with established international standards;
- ix. Providing input in the development and review of library technical service manual;
- x. Preparing work plans and quarterly reports for the library;
- xi. Managing library systems within the University Library;
- xii. Developing Policies;
- xiii. Training Other staff;
- xiv. Planning and Managing of systems development;
- xv. Designing and realizing of bibliographic database; and
- xvi. Database Management and operations.

3. SENIOR ICT OFFICER III, GRADE – AD 11

Requirements for Appointment

For appointment to this grade, a candidate 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 AD 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

- i. Supervising and coordinating of procurement, installation, testing and commissioning of ICT computing systems (hardware and software) and data communication systems;
- ii. Supervising and coordination of the development and maintenance of business application systems;
- iii. Marketing and utilizing 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 turning 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 maintain the institutions ICT network and evaluation hardware and software;
- xxii. Performing network monitoring and analysis, performance tuning, troubleshooting and escalating issues, including proactive problem resolution and complex problem analysis 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 emerging technology. Define network policies and procedures;
- xxvi. 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.

4. ICT OFFICER II, GRADE – AD 9

Requirements for Appointment

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

- i. Bachelor's Degree in Information & Communication Technology (ICT) or equivalent from a recognized institution;
- ii. Served in grade of ICT III Grade AD 8 or in a comparable position for a minimum period of three (3) years;
- iii. A holder of Professional qualification; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assisting the Webmaster in development and maintenance of the University website;
- ii. Gathering and collection of web update information from end-user units;
- iii. Assisting the maintenance Engineer in organizing the operation and computer hardware, Uninterruptible Power Supplies (UPS), Printers, Scanners and other ICT electronic equipment;
- iv. Assisting the maintenance Engineer in providing guidance and procedures for operations and maintenance of computing systems (hardware, software and networks) and data communication systems;
- v. Preparing and monitoring of maintenance procedures;
- vi. Assisting senior officers in the design, development, installation, configuration and maintenance of software; maintaining and upgrading of computer software;
- vii. Assisting Database administrator in planning, designing and implementing University Corporate database;
- viii. Performing database backups, monitoring, turning and data recovery procedures;
- ix. Ensuring database security and assisting Computer Programmers with database issues;
- x. Controlling and monitoring database usage;
- xi. Working closely with the Senior Network Administrator to determine future network needs and plan for network changes;
- xii. Installing network and Computer systems;
- xiii. Maintaining, repairing and upgrading network and computer systems;
- xiv. Diagnosis and fixing problems or potential problems with the network and its hardware, software and systems;
- xv. Monitoring network and systems to improve performance;
- xvi. Developing methods and tools to be used to test and implement new LAN/WAN equipment;



- xvii. 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;
- xviii. Creating projects that are designed to either add functionality required by the institution or to address ongoing network failure issues;
- xix. Engage in regular network troubleshooting activities and resolve network connectivity issues;
- xx. Analyzing the current network structure and submitting quarterly comprehensive reports to the Senior Network Administrator on how to make the network more efficient; and
- xxi. Providing primary technical support and maintenance of campus fiber (single and multi-mode, Cat6, Cat5e, coaxial and voice cable systems).

5. HUMAN RESOURCE MANAGEMENT OFFICER III, GRADE – AD 8

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

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

Duties and Responsibilities

- i. Handling simple HRM tasks of analytical nature;
- ii. Capturing and inputting data in the HR system;
- iii. Compiling and updating employees 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 employees 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.



6. ADMINISTRATIVE ASSISTANT II, GRADE – AD 8

Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines: Education, Public Administration, Human Resource Management, Business Administration, Office Management or any other Social Science/relevant degree from a recognized institution;
- ii. CPS 1 or Post Graduate Diploma in relevant area will be added advantage; and
- iii. Certificate in Computer Applications from a recognized institution.

Duties and Responsibilities

- i. Processing documents for onward submission to the Senate;
- ii. Processing students results on ERP;
- iii. Maintaining student's database and track students' data
- iv. Ensuring ISO implementation within the Department
- v. Collecting and compiling data for use in the University examination;
- vi. Collecting and compiling data and student admissions and other related records;
- vii. Compiling record of students disciplinary cases;
- viii. Offering secretariat services to meetings;
- ix. Data entry and analysis;
- x. Collating and compiling data for use for academic programmes and facilities and
- xi. Preparing reports

7. SUPPLY CHAIN MANAGEMENT OFFICER III, GRADE – AD 8

Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines: - Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management or equivalent qualification from a recognized institution;
- ii. Certificate in Computer applications from a recognized institution; and
- iii. Must be registered with relevant professional body.

Duties and Responsibilities

- i. Carrying out market survey and research;
- ii. Carrying out disposal of stores and equipment in accordance to the laid down regulations and procedures;
- iii. Coordinating the identification of unserviceable, obsolete and surplus stores and equipment for disposal;
- iv. Providing secretariat services to the Disposal Committee;



- v. Coordinating periodic stock control;
- vi. Auditing and interpreting the procurement reports;
- vii. Consolidating periodic stores returns;
- viii. Maintaining up-to -date database of Organizations assets;
- ix. Authorizing issuance of stores;
- x. Coordinating preparation and management inventory control register;
- xi. Implementing inventory and assets management techniques and approaches;
- xii. Developing and overseeing implementation of asset management systems;
- xiii. Monitoring implementation of asset acquisition and disposal plans;
- xiv. Maintaining assets register, transfer and valuation;
- xv. Reviewing of Supply Chain Manual;
- xvi. Ensuring proper maintenance of an up-to-date assets database;
- xvii. Complying with procurement regulation;
- xviii. Supervising warehouses and distribution management;
- xix. Preparing periodic and annual supply chain management reports and returns; and
- xx. Supervising stores attendants working under him/her.

8. RECORDS MANAGEMENT OFFICER III, GRADE –AD 8

Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines: information Science, Record 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

- 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 documents; and
- xi. Weeding of ephemeral records



9. LIBRARY ASSISTANT II, GRADE – AD 6

Requirements for Appointment

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

- i. A Diploma in Library Studies or Information Science or equivalent qualification from a recognized institution;
- ii. Served in grade of Library Assistant III Grade Ad 5 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer applications skills from a recognized institution.
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Accessing all new books;
- ii. Classifying and cataloguing books;
- iii. Preparing and filling catalogue cards and books
- iv. Compiling accessions list' for books and dispatch to all technical officers;
- v. Conducting orientation and registering new patrons;
- vi. Filing of borrowing cards;
- vii. Sending reminder notices for overdue publications;
- viii. Updating the catalogue;
- ix. Photocopying gazette notices with published standards and circulating to quality control officers;
- x. Ensuring that shelves are tidy and publications are filed in their right places;
- xi. Receiving newspapers and magazines and maintaining their records;
- xii. Compiling overdue materials lists;
- xiii. Clearing fines of user accounts;
- xiv. Manning the circulation area;
- xv. Assisting in providing reference information services;
- xvi. Providing Library user education; and
- xvii. Library clearance of students and staff.

10. CLERICAL OFFICER I, GRADE – AD 4

Requirements for Appointment

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

- i. Certificate in any of the following disciplines: Human Resource Management, Business Administration; Kenya Accounts Technician Certificate (KATC); Kenya Administration and Management Examination (KAME) or any other equivalent qualification from a recognized institution;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) and above or equivalent qualification from a recognized institution;



- iii. Served in the grade of Clerical Officer II grade AD 3 or in a Comparable position for a minimum period of three (3) years;
- iv. Certificate in Computer Application skills from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Sorting, filing, and dispatching letters; maintaining an efficient filing system;
- ii. Processing appointments, promotions, discipline, transfers and other related duties in Human Resource Office Management;
- iii. Compiling and computation of financial or statistical records based on routine or special source of information;
- iv. Preparing payment vouchers; and
- v. Compiling data and drafting simple letters.

11. COOK I, GRADE AD 4

Requirements for Appointment

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

- i. Certificate in Food Production or Food and Beverage Sales and Service from a recognized institution or its equivalent from a recognized institution;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) and above or its equivalent qualification;
- iii. Served in the grade of Cook II Grade AD 3 or in a comparable position for a minimum period of three (3) years;
- iv. Valid Certificate of Health for food Handlers; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Evaluating food preparation and effecting/ recommending changes to improve operations;
- ii. Facilitating work flow in the kitchen and food distribution areas;
- iii. Curving, slicing or otherwise portioning cooked foods to ensure effective portion control and optimum utilization of foodstuff;
- iv. Reporting supply shortages or low stock levels;
- v. Detecting and reporting spoiled or unattractive food, defective supplies/equipment or other unusual conditions and recommending corrective action; and
- vi. Supervising and training all staff working under him/her.

12. ARTISAN I, GRADE – AD 4

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Certificate in Mechanical, Electrical, Building Construction, Water from a recognized institution;



- ii. Kenya Certificate of Secondary Education mean (KCSE) grade D+ (Plus) and above or its equivalent qualification;
- iii. National Trade Test II Certificate in the area of specialization from National Industrial Training Authority or equivalent qualification for a recognized institution;
- iv. Served in the grade of Artisan II Grade AD 3 or in a comparable position for a minimum period of three (3) years;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Making and maintaining mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works in buildings and other structures;
- ii. Carrying out routine checks for repairs and maintenance of water, mechanical, electrical, water and drainage system;
- iii. Supervising repairing and maintaining water supply systems;
- iv. Carrying out routine checks for repairs and maintenance;
- v. Coordinating inspection of various works;
- vi. Coordinating troubleshooting on buildings system;
- vii. Making requisitions for materials;
- viii. Installing, maintaining and operating building equipment;
- ix. Testing electrical equipment for proper operation;
- x. Observing safety measures; and
- xi. Interpreting simple drawings

13. OFFICE ASSISTANT II, GRADE – AD 3

Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D- (Minus) and above or equivalent qualification from a recognized institution;
- ii. Certificate in a relevant field from a recognized institution;
- iii. Served in the grade of Office Assistant III Grade AD 2 or in a comparable position for a minimum period of three (3) years;
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Delivering mails and postage and maintaining a delivery register;
- ii. Moving and arranging office equipment and furniture;
- iii. Carrying out photocopying and document binding;
- iv. Maintaining general cleanliness around the area of deployment, collection and disposal of litter;
- v. Performing general gardening and maintaining lawns;
- vi. Locking and opening office premises;



- vii. Performing general gardening and maintaining lawns; and
- viii. Ensuring proper sanitation.

14. ARTISAN III, GRADE – AD 2

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D- (minus) and above or equivalent qualification from a recognized institution; and
- ii. National Trade Test III Certificate in the area of specialization from National Industrial Training Authority or equivalent qualification for a recognized institution will be an added advantage.

Duties and Responsibilities

- i. Carrying out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works;
- ii. Perform basic repair and maintenance of facilities;
- iii. Making and maintaining woodworks in buildings and other structures;
- iv. Making and repairing furniture;
- v. Carrying out routine checks for repairs and maintenance of water and drainage system;
- vi. Supervising repairing and maintaining water supply systems;
- vii. Monitoring and regulating usage of water;
- viii. Carrying out routine checks for repairs and maintenance of electrical equipment;
- ix. Making requisitions for materials;
- x. Installing, maintaining and operating electrical equipment;
- xi. Repairing and maintaining electrical works;
- xii. Testing electrical equipment for proper operation;
- xiii. Observing safety measures; and
- xiv. Interpreting drawings.

15. ARTISAN IV, GRADE – AD 1

Requirements for Appointment

For appointment to this grade, a candidate must have:

- iii. Kenya Certificate of Secondary Education (KCSE) mean grade D- (minus) and above or equivalent qualification from a recognized institution; and
- iv. National Trade Test III Certificate in the area of specialization from National Industrial Training Authority or equivalent qualification for a recognized institution will be an added advantage.



Duties and Responsibilities

- i. Carrying out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works;
- ii. Perform basic repair and maintenance of facilities;
- iii. Making and maintaining woodworks in buildings and other structures;
- iv. Making and repairing furniture;
- v. Carrying out routine checks for repairs and maintenance of water and drainage system;
- vi. Supervising repairing and maintaining water supply systems;
- vii. Monitoring and regulating usage of water;
- viii. Carrying out routine checks for repairs and maintenance of electrical equipment;
- ix. Making requisitions for materials;
- x. Installing, maintaining and operating electrical equipment;
- xi. Repairing and maintaining electrical works;
- xii. Testing electrical equipment for proper operation;
- xiii. Observing safety measures; and
- xiv. Interpreting drawings.

16. COOK IV, GRADE – AD 1**Requirements for Appointment**

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D- (Minus) and above or its equivalent qualification;
- ii. Attended formal course in Food Production from a recognized institution;
- iii. Certificate in Food Production or food and Beverage Sales and Service from a recognized institution; and
- iv. Valid Certificate of Health for food Handlers.

Duties and Responsibilities

- i. Cutting and washing raw foods, using appropriate tools and equipment;
- ii. Cooking of food;
- iii. Identifying and reporting defects or problems concerning kitchen equipment, food supplies and other unusual conditions;
- iv. Preparing and cooking of a variety of food for meal service following standard practice and procedures;
- v. Reviewing of menus and assembling food supplies and equipment for daily food preparation; and
- vi. Setting up and preparing equipment for use in food preparation.

17. DINING HALL/HOSTEL/KITCHEN ATTENDANT IV, GRADE – AD 1**Requirements for Appointment**

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



Kibabii University ISO 9001:2015 Certified
Knowledge for Development

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D- (Minus) and above or its equivalent qualification;
- ii. Attended formal course in Food Production from a recognized institution;
- iii. Certificate in Food Production or food and Beverage Sales and Service from a recognized institution;
- iv. Valid Certificate of Health for food Handlers; and
- v. Certificate in Computer Application skills from a recognized institution.

Duties and Responsibilities

- i. Identifying and reporting defects or problems concerning hostel/kitchen equipment, and other unusual conditions;
- ii. Ensure that the kitchen/dinning/Hostel hall is cleaned according to the cleaning checklist and schedule;
- iii. Arranging the hostel/kitchen store and dining hall furniture accordingly; and
- iv. Setting up and preparing equipment for use in food preparation and service.

18. LIBRARY ATTENDANT IV, GRADE – AD 1

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D- (Minus) or its equivalent qualification from a recognized institution; and
- ii. Certificate in Information Science or equivalent qualification from a recognized institution will be an added advantage.

Duties and Responsibilities

- i. Shelving new and returned books;
- ii. Circulation tasks;
- iii. Searching information for library users;
- iv. Issuing and receiving books;
- v. Compiling statistics of borrowed books;
- vi. Handling general enquires;
- vii. Filling of borrowing cards;
- viii. Photocopying gazette notices with published standards and circulating to quality control officers;
- ix. Ensuring that shelves are tidy and publications are filed in their right places;
- x. Receiving newspapers and magazines and maintaining their records; and
- xi. Managing the circulation area.

19. GAMES AND SPORTS ATTENDANT IV, GRADE – AD 1

Requirements for Appointment



For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D- (Minus) and above or its equivalent qualification from a recognized institution; and
- ii. A Basic Certificate Level in Coaching or officiating in at least one sports discipline from a recognized institution.

Duties and Responsibilities

- i. Coaching of students under supervision of a senior officer;
- ii. Treating swimming pool water;
- iii. Maintaining the playground to the required standards;
- iv. Monitoring athletics track or cleaning/polishing the gymnasium arena;
- v. Keeping safe custody of the tools and chemicals; and
- vi. Carrying the equipment to sports ground.

Terms and Conditions

Successful candidates shall be employed on Permanent and Pensionable terms upon satisfactory completion of six (6) months' probation period and subject to satisfactory performance as appraised by the respective supervisor.

How to Apply

ONLY Kibabii University staff on contract terms are required to apply for advertised positions. 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.

Note: This is not a promotion advertisement. 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 applications 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 copy in PDF format (as one running document) to be sent to the following e-mail recruitment@kibu.ac.ke by **21st July, 2023 by 5.00 p.m.**



The six (6) hard Copies should 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.

