



## KIBABII UNIVERSITY

### INTERNAL ADVERTISEMENT FOR TEACHING AND 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:

The applicants **MUST**:

- i. Be employees of Kibabii University on **Permanent and Pensionable Terms** for Administrative staff;
- ii. Be employees of Kibabii University either on **Permanent & Pensionable terms** or **Contract Terms** for Academic Staff;
- iii. Have served in their current grade for a minimum period of **three (3) years**; and
- iv. Apply for only **one (1)** grade above their current grade.

TEACHING POSITIONS				
S/No.	Designation	Scale	Advert No.	No. of Posts
<b>SCHOOL OF EDUCATION (SOE)</b>				
1.	Professor (Educational Communication and Technology)	AC 15	KIBU/ACA/19/2023	1
2.	Associate Professor (Educational Communication and Technology)	AC 14	KIBU/ACA/20/2023	2
3.	Associate Professor (Mathematics Education)	AC 14	KIBU/ACA/21/2023	1
4.	Senior Lecturer/ Senior Research Fellow (Educational Psychology)	AC 13	KIBU/ACA/22/2023	2
5.	Senior Lecturer/ Senior Research Fellow (Curriculum Studies)	AC 13	KIBU/ACA/23/2023	1
6.	Senior Lecturer/Senior Research Fellow (Counselling Psychology)	AC 13	KIBU/ACA/24/2023	2
7.	Senior Lecturer (Science Education)	AC 13	KIBU/ACA/25/2023	1
8.	Senior Lecturer/ Senior Research Fellow (Planning and Management of Education)	AC 13	KIBU/ACA/26/2023	2
9.	Senior Lecturer/ Senior Research Fellow (Education Management and Policy Studies)	AC 13	KIBU/ACA/27/2023	1
10.	Senior Lecturer/ Senior Research Fellow (Educational Planning and Management)	AC 13	KIBU/ACA/28/2023	1
11.	Lecturer/Research Fellow (Communication & Technology (Language Education)	AC 12	KIBU/ACA/29/2023	1
<b>FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)</b>				
12.	Associate Professor (Linguistics)	AC 14	KIBU/ACA/30/2023	1
13.	Senior Lecturer/ Senior Research Fellow ( Literature)	AC 13	KIBU/ACA/31/2023	1
14.	Senior Lecturer/ Senior Research Fellow (Kiswahili)	AC 13	KIBU/ACA/32/2023	1



Approved

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15.	Senior Lecturer/ Senior Research Fellow (Social Work)	AC 13	KIBU/ACA/33/2023	1
16.	Lecturer/Research Fellow (Linguistics)	AC 12	KIBU/ACA/34/2023	1
17.	Lecturer/Research Fellow (Literature)	AC 12	KIBU/ACA/35/2023	1
<b>FACULTY OF SCIENCE (FS)</b>				
18.	Professor (Zoology) (Microbiology & Biotechnology)	AC 15	KIBU/ACA/36/2023	1
19.	Associate Professor (Mathematics)	AC 14	KIBU/ACA/37/2023	1
20.	Associate Professor (Plant Ecology)	AC 14	KIBU/ACA/38/2023	1
21.	Associate Professor (Physics)	AC 14	KIBU/ACA/39/2023	1
22.	Senior Lecturer/ Senior Research Fellow (Physical Chemistry)	AC 13	KIBU/ACA/40/2023	1
23.	Senior Lecturer/ Senior Research Fellow (Inorganic Chemistry)	AC 13	KIBU/ACA/41/2023	1
24.	Senior Lecturer/ Senior Research Fellow (Theoretical Physics)	AC 13	KIBU/ACA/42/2023	1
25.	Senior Lecturer/ Senior Research Fellow (Crop Science/Agronomy)	AC 13	KIBU/ACA/43/2023	1
26.	Senior Lecturer (Pure Mathematics)	AC 13	KIBU/ACA/44/2023	1
27.	Lecturer/Research Fellow (Chemistry)	AC 12	KIBU/ACA/45/2023	1
28.	Lecturer/Research Fellow (Renewable Energy)	AC 12	KIBU/ACA/46/2023	1
29.	Tutorial/Junior Research Fellow (Applied Mathematics)	AC 11	KIBU/ACA/47/2023	1
<b>SCHOOL OF BUSINESS AND ECONOMICS (SOBE)</b>				
30.	Associate Professor (Finance)	AC 14	KIBU/ACA/48/2023	1
31.	Associate Professor (Purchasing & Supply Chain Management)	AC 14	KIBU/ACA/49/2023	1
32.	Associate Professor (Human Resource Management)	AC 14	KIBU/ACA/50/2023	1
33.	Senior Lecturer/Senior Research Fellow (Finance)	AC 13	KIBU/ACA/51/2023	2
34.	Senior Lecturer/ Senior Research Fellow (Marketing)	AC 13	KIBU/ACA/52/2023	1
35.	Senior Lecturer/ Senior Research Fellow (Entrepreneurship)	AC 13	KIBU/ACA/53/2023	1
36.	Tutorial/Junior Research Fellow (Finance)	AC 11	KIBU/ACA/54/2023	1
<b>SCHOOL OF COMPUTING AND INFORMATICS (SCAI)</b>				
37.	Professor (Information Technology)	AC 15	KIBU/ACA/55/2023	1
38.	Associate Professor (Information Technology)	AC 14	KIBU/ACA/56/2023	1
39.	Senior Lecturer/ Senior Research Fellow (Information Technology)	AC 13	KIBU/ACA/57/2023	1
40.	Senior Lecturer/ Senior Research Fellow (Computer Science)	AC 13	KIBU/ACA/58/2023	1
41.	Lecturer/Research Fellow (Information Technology)	AC 12	KIBU/ACA/59/2023	1
42.	Lecturer/Research Fellow (Computer Science)	AC 12	KIBU/ACA/60/2023	1
<b>SCHOOL OF NURSING (SoN)</b>				



43.	Lecturer/Research Fellow (Public Health)	AC 12	KIBU/ACA/61/2023	1
44.	Lecturer/Research Fellow (Medical Surgical Nursing)	AC 12	KIBU/ACA/62/2023	1
<b>Sub-total</b>				<b>49</b>
<b>ADMINISTRATIVE POSITIONS</b>				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Deputy Chief Internal Auditor	AD 14	KIBU/ADM/32/2023	1
2.	Deputy Chief Hospitality Officer	AD 14	KIBU/ADM/33/2023	1
3.	Senior Estates Officer	AD 13	KIBU/ADM/34/2023	1
4.	Senior Legal Officer I	AD 13	KIBU/ADM/35/2023	1
5.	Senior ICT Officer I	AD 13	KIBU/ADM/36/2023	1
6.	Senior Assistant Registrar (Academics)	AD 13	KIBU/ADM/37/2023	1
7.	Senior ICT Officer II	AD 12	KIBU/ADM/38/2023	1
8.	Chief Nursing Officer	AD 12	KIBU/ADM/39/2023	1
9.	Senior Counselor II	AD 12	KIBU/ADM/40/2023	1
10.	Senior Technologist	AD 11	KIBU/ADM/41/2023	2
11.	Senior Clinical Officer	AD 11	KIBU/ADM/42/2023	1
12.	Senior Hospitality Officer III	AD 11	KIBU/ADM/43/2023	1
13.	Internal Auditor II	AD 11	KIBU/ADM/44/2023	2
14.	Senior Administrative Assistant I (Academics)	AD 11	KIBU/ADM/45/2023	1
15.	Senior Nursing Officer	AD 11	KIBU/ADM/46/2023	1
16.	Senior Corporate Communications and Marketing Officer III	AD 11	KIBU/ADM/47/2023	1
17.	Supply Chain Management Officer I	AD 10	KIBU/ADM/48/2023	1
18.	Assistant Accountant I	AD 10	KIBU/ADM/49/2023	1
19.	Nursing Officer I	AD 10	KIBU/ADM/50/2023	2
20.	Security Officer I	AD 10	KIBU/ADM/51/2023	1
21.	Assistant Librarian I	AD 10	KIBU/ADM/52/2023	1
22.	Office Administrator II	AD 9	KIBU/ADM/53/2023	1
23.	Hospitality Officer II	AD 9	KIBU/ADM/54/2023	1
24.	Supply Chain Management Officer II	AD 9	KIBU/ADM/55/2023	2
25.	Technologist II	AD 9	KIBU/ADM/56/2023	5
26.	Assistant Accountant II	AD 9	KIBU/ADM/57/2023	2
27.	ICT Officer II	AD 9	KIBU/ADM/58/2023	2
28.	Security Officer II	AD 9	KIBU/ADM/59/2023	1
29.	Technologist II	AD 9	KIBU/ADM/60/2023	1
30.	Senior Records Management Assistant	AD 8	KIBU/ADM/61/2023	2
31.	Senior Library Assistant	AD 8	KIBU/ADM/62/2023	1
32.	Senior Audit Assistant	AD 8	KIBU/ADM/63/2023	1
33.	Technologist III	AD 8	KIBU/ADM/64/2023	3
34.	Assistant Housekeeper I	AD 7	KIBU/ADM/65/2023	1
35.	Senior Driver I	AD 7	KIBU/ADM/66/2023	1
36.	Assistant Technologist I	AD 7	KIBU/ADM/67/2023	1
37.	Assistant Office Administrator I	AD 7	KIBU/ADM/68/2023	5



38.	Records Management Assistant I	AD 7	KIBU/ADM/69/2023	1
39.	Assistant Cateress I	AD 7	KIBU/ADM/70/2023	2
40.	Senior Janitor I	AD 7	KIBU/ADM/71/2023	1
41.	Assistant Housekeeper II	AD 6	KIBU/ADM/72/2023	1
42.	Assistant Cateress II	AD 6	KIBU/ADM/73/2023	5
43.	Accounts Assistant II	AD 6	KIBU/ADM/74/2023	4
44.	Records Management Assistant II	AD 6	KIBU/ADM/75/2023	3
45.	Library Assistant II	AD 6	KIBU/ADM/76/2023	2
46.	Assistant Office Administrator II	AD 6	KIBU/ADM/77/2023	8
47.	Supply Chain Management Assistant II	AD 6	KIBU/ADM/78/2023	1
48.	Assistant Technologist II	AD 6	KIBU/ADM/79/2023	2
49.	Human Resource Management Assistant II	AD 6	KIBU/ADM/80/2023	1
50.	Assistant Corporate Communications & Marketing Officer II	AD 6	KIBU/ADM/81/2023	1
51.	Senior Janitor III	AD 5	KIBU/ADM/82/2023	5
52.	Senior Artisan	AD 5	KIBU/ADM/83/2023	4
53.	Accounts Assistant III	AD 5	KIBU/ADM/84/2023	2
54.	Senior Office Administrative Assistant	AD 5	KIBU/ADM/85/2023	2
55.	Senior Waitress	AD 5	KIBU/ADM/86/2023	3
56.	Senior Library Attendant	AD 5	KIBU/ADM/87/2023	1
57.	Senior Cook	AD 5	KIBU/ADM/88/2023	4
58.	Senior Clerical Officer	AD 5	KIBU/ADM/89/2023	2
59.	Kitchen Attendant I	AD 4	KIBU/ADM/90/2023	1
60.	Driver I	AD 4	KIBU/ADM/91/2023	1
61.	Supply Chain Management Clerk I/Stores Clerk I	AD 4	KIBU/ADM/92/2023	1
<b>Sub-total</b>				<b>112</b>
<b>Grand Total</b>				<b>161</b>

## A. TEACHING POSITIONS

### 1. PROFESSOR, GRADE AC 15 – THREE (3) POSITIONS

#### Requirements for Appointment

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

- i. PhD or equivalent Doctoral degree from an accredited and recognized University in the relevant field;
- ii. Served in the grade of an Associate Professor for a minimum period of three (3) years and with research experience;
- iii. A minimum of sixty (60) publication points since attaining Associate Professorship or equivalent of which at least forty (40) should be from refereed scholarly journals;
- iv. Supervised at least five (5) postgraduate students to completion, at least two (2) at doctoral level;
- v. Attracted research or development funds as an Associate Professor;
- vi. Registered with a relevant professional body (where applicable); and
- vii. Demonstrated merit and ability as reflected in work performance, leadership and results.

#### Duties and Responsibilities

- i. Lecturing specific units of specialization in accordance with the curriculum;



- ii. Setting, invigilating and marking examination/assignments;
- iii. Assessing student's performance and preparing students progress reports;
- iv. Offering expertise in planning, directing, organizing and coordinating research and training activities;
- v. Providing specialized inputs in lecturing, designing and development, preparing of unit course and training materials;
- vi. Offering mentorship for Academic and Administrative staff;
- vii. Presenting academic papers in seminars/workshops or symposia;
- viii. Providing consultancy work and related research work;
- ix. Representing School, Faculty and Institute in different University fora within and without where applicable;
- x. Offer expertise and review of the academic programmes/curricula;
- xi. Supervising students' projects, field trips and placements;
- xii. Coordinating of courses, project and practical work;
- xiii. Developing proposals to attract research grants;
- xiv. Community engagement;
- xv. Writing journal articles and books;
- xvi. Peer-reviewing of publications to academic journals; and
- xvii. Developing linkages and collaborations for staff and student exchange programs.

## 2. ASSOCIATE PROFESSOR, GRADE AC 14 – ELEVEN (11) POSITIONS

### Requirements for Appointment

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

- i. PhD or equivalent Doctorate degree from an accredited and recognized University in the relevant field;
- ii. Served in the grade of Senior Lecturer/Senior Research Fellow or in a comparable position for a minimum period of three (3) years;
- iii. A minimum of forty-eight (48) publication points as a Senior Lecturer/Senior Research Fellow or equivalent of which thirty-two (32) should be from refereed scholarly journals;
- iv. Supervised at least four (4) postgraduate students to completion, including one doctoral student;
- v. Attracted research or development funds as a Senior Lecturer/Senior Research Fellow;
- vi. Registered with a relevant professional body (where applicable); and
- vii. Demonstrated merit and ability as reflected in work performance, leadership and results.

### Duties and Responsibilities

- i. Lecturing specific units of specialization in accordance with the curriculum;
- ii. Setting, invigilating and marking examination/assignments;
- iii. Preparing students progress reports;
- iv. Coordinating research and training activities;
- v. Providing specialized inputs in lecturing, training modules and curriculum development;
- vi. Presenting academic papers in conferences/seminars/workshops or symposia;
- vii. Providing consultancy work with a view to producing learning /teaching materials;
- viii. Coordinating of courses, projects and practical work;
- ix. Developing proposals to attract research grants;
- x. Writing journal articles and books;
- xi. Peer-reviewing of publications in academic journals;
- xii. Developing and reviewing academic programmes/curricula;
- xiii. Supervising Senior Lecturers, Lecturers, Tutorial/Junior Research Fellows and students;
- xiv. Providing academic and administrative leadership and mentorship programmes;
- xv. Community engagement; and
- xvi. Developing linkages and collaborations for student exchange programs.



**3. SENIOR LECTURER/SENIOR RESEARCH FELLOW, GRADE AC 13 – TWENTY FOUR (24) POSITIONS**

**Requirements for Appointment**

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

- i. A PhD or equivalent degree qualification (*or a Master's degree qualification in special cases*) in the relevant area from recognized/accredited University;
- ii. Served in the grade of Lecturer/Research Fellow or in a comparable position for a minimum period of three (3) years or six (6) years research/industry experience;
- iii. A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which twenty-four (24) should be from refereed scholarly journals;
- iv. Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow;
- v. Been registered by the relevant Professional Body (*where applicable*); and
- vi. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Lecturing specific units of specialization in accordance with the curriculum;
- ii. Preparing students progress reports;
- iii. Carrying out research work in relevant field or specialization;
- iv. Conducting seminars/workshops or symposia;
- v. Coordinating of courses, projects and practical work;
- vi. Preparing teaching/learning materials;
- vii. Setting, invigilating and marking examination/assignments;
- viii. Developing proposals to attract research grants;
- ix. Writing journal articles and books;
- x. Presenting academic papers in conferences/seminars/workshops or symposia;
- xi. Peer-reviewing of publications in academic journals;
- xii. Developing and reviewing academic programmes/curricula;
- xiii. Supervising Lecturers, Tutorial/Junior Research Fellows, and students;
- xiv. Developing linkages and collaborations for student exchange programs; and
- xv. Undertaking consultancy services and community engagement.

**4. LECTURER/ RESEARCH FELLOW, GRADE AC 12 – NINE (9) POSITIONS**

**Requirements for Appointment**

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

**Direct Appointment**

- i. PhD or equivalent degree qualification (*or a Master's degree qualification in special cases*) in the relevant area from a recognized/accredited University;
- ii. A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers;
- iii. Be registered or registerable with the relevant professional body (*where applicable*);
- iv. Demonstrated potential for teaching and research; and
- v. Demonstrated merit and ability as reflected in work performance and results.



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

- i. PhD or equivalent degree qualification (*or a Master's degree qualification in special cases*) in the relevant area from a recognized/accredited University;
- ii. Served in the grade of Tutorial/Junior Research Fellow or in a comparable position for a minimum period of three (3) years;
- iii. A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers;
- iv. Be registered or registerable with the relevant professional body (*where applicable*); and
- v. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Lecturing in area of specialization in accordance with the syllabus;
- ii. Coordinating course projects and practical work;
- iii. Preparing teaching/learning materials;
- iv. Setting, invigilating and marking examinations/assignments;
- v. Carrying out research work in relevant field or specialization;
- vi. Preparing students progress reports;
- vii. Developing proposals for research funding;
- viii. Writing journal articles and books;
- ix. Presenting academic papers in conferences/seminars/workshops or symposia;
- x. Developing and reviewing academic programmes/curricula; and
- xi. Supervising Tutorial/Junior Research Fellows and students.

**5. TUTORIAL/JUNIOR RESEARCH FELLOW, GRADE AC 11 – TWO (2) POSITIONS**

**Requirements for Appointment**

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

- i. Master's degree from an accredited and recognized University in the relevant field;
- ii. Bachelor's degree from accredited and recognized University in the relevant field;
- iii. Be registered or registerable with the relevant professional body (*where applicable*); and
- iv. Registerable for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification.

**Duties and Responsibilities**

- i. Lecturing in area of specialization in accordance with the curriculum up to Bachelor's level;
- ii. Preparing teaching/learning materials;
- iii. Setting, invigilating and marking examination/assignments;
- iv. Carrying out research work under the guidance and supervision of a Senior Lecturer;
- v. Preparing students progress reports; and
- vi. Preparing publications and/or books.

**B. ADMINISTRATIVE VACANCIES**

**1. DEPUTY CHIEF INTERNAL AUDITOR, GRADE AD 14 – ONE (1) POSITION**

**Requirements for Appointment**

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

- i. Master's degree in any of the following disciplines: - Business Administration (Finance or Accounting option); or equivalent qualification from a recognized institution;
- 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;



- iii. Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- iv. Served in the grade of Senior Internal Auditor Grade 13 or in a comparable position for a minimum period of three (3) years;
- v. Be a Registered member (in good standing) of the Institute of Internal Auditors (IIA) or Institute of Certified Public Accountants of Kenya (ICPAK), or any other recognized professional body;
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- vii. Certificate in computer applications from a recognized institution; and
- viii. Demonstrated professional competence as reflected in work performance and results

#### **Duties and Responsibilities**

- i. Coordinating implementation of sound internal audit policies, strategies and procedures;
- ii. Conducting independent systems Audit;
- iii. Identifying control and Security risks;
- iv. Reviewing of operational audits and systems development;
- v. Coordinating implementation of audit plans, setting targets and budgets;
- vi. Interpreting financial policies for sound auditing principles, practices and control;
- vii. Developing/reviewing audit programmes;
- viii. Coordinating post audit reviews; and
- ix. Preparing and submitting periodic audit reports.

## **2. DEPUTY CHIEF HOSPITALITY OFFICER, GRADE AD 14 – ONE (1) POSITION**

#### **Requirements for Appointment**

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

- i. Master's degree in any of the following disciplines:- Hotel and Hospitality Management; Hotel and Catering Management; Hospitality and Institutional Management or equivalent qualification from a recognized institution;
- ii. Bachelor's degree in any of the following disciplines:- Hotel and Hospitality Management; Hotel and Catering Management; Hospitality and Institutional Management; Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- iii. Served in the grade of Senior Hospitality Officer I Grade 13 or in a comparable position for a minimum period of three (3) years;
- iv. Certificate in Computer application skills course from a recognized institution;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- vi. Valid Certificate of Health for food Handlers; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities**

- i. Overseeing development and implementation of hospitality policies and standards;
- ii. Providing accommodation and conference services;
- iii. Maintaining records of all hospitality equipment, machine, tools and material;
- iv. Directing the daily operations of hospitality services;
- v. Ensuring general welfare of clients;
- vi. Facilitating workflow in the hospitality services;
- vii. Reviewing customer feedback and taking appropriate action;
- viii. Promoting and marketing hospitality services;
- ix. Controlling of stock and inventory;





- x. Ensuring compliance with occupational safety and health requirements;
- xi. Maintaining nutritional standards in menus;
- xii. Overall supervision of catering and housekeeping services in the kitchens/dining halls and the hostel(s) respectively;
- xiii. Ensuring maintenance of quality in hospitality services;
- xiv. Managing hospitality budgets;
- xv. Setting sales and profit targets for the hospitality service;
- xvi. Leading the team in the development of menus, product lines;
- xvii. Overseeing maintenance of statistical and financial records; and
- xviii. Managing and developing staff.

### 3. SENIOR ESTATES OFFICER I, GRADE AD 13 – ONE (1) POSITION

#### Requirements for Appointment

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

- i. Master's degree in Civil Engineering/ Architecture/Construction Management or its equivalent;
- ii. Bachelor's Degree in Civil Engineering/ Architecture;
- iii. Served in the grade of Senior Estates Officer II (University Engineer/University Architect) Grade AD 12 or in a comparable position for a minimum period of three (3) years;
- iv. Must be registered with Engineers Board of Kenya as a professional Engineer or with Board of Registration of Architects and Quantity Surveyors as a Professional Architect;
- v. Current valid Professional practicing license;
- vi. Must have a Post Professional Engineer/Architect registration experience of over 3 years;
- vii. Must be a Corporate Member or Fellow of Institute of Engineers of Kenya;
- viii. Certificate in Computer Applications from a recognized institution;
- ix. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- x. Demonstrated merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

- i. Responsible for Engineering design, drawings, contract documentation of capital development projects in the University;
- ii. Supervising and monitoring of capital development projects from inception to completion;
- iii. Documenting of as-build drawings for University infrastructure;
- iv. Responsible to repair and maintenance of the University infrastructure;
- v. Management of the university project life cycle;
- vi. Planning, monitoring and implementation of the strategic direction on infrastructure development of the University strategic plan;
- vii. Carrying out of infrastructure performance audits; and
- viii. Performing any other duties assigned by the Head of Department.

### 4. SENIOR LEGAL OFFICER I, GRADE AD 13 – ONE (1) POSITION

#### Requirements for Appointment

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

- i. Master's degree in Law (LLM) from a recognized institution;
- ii. Bachelor's degree in Law (LLB) from a recognized institution;
- iii. Served in the grade of Senior Legal Officer II Grade AD 12 or in a comparable position for a minimum period of three (3) years;
- iv. A valid Practicing Certificate from Law Society of Kenya;
- v. Been an Advocate of the High Court of Kenya;
- vi. Diploma in Law from Kenya School of Law;



- vii. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- viii. Certificate in Computer Applications from a recognized institution;
- ix. Registered with relevant professional body; and
- x. Demonstrated outstanding professional competence in legal work as reflected in work performance and results.

#### **Duties and Responsibilities**

- i. Representing the University in litigation and advising on case strategy;
- ii. Managing contractual relations;
- iii. Providing advice on all contracts and agreements;
- iv. Overseeing implementation of legal strategies;
- v. Liaising with the various Faculties /Departments to mitigate legal risks;
- vi. Ensuring compliance with regulatory bodies;
- vii. Preparing work plans and budgets for the legal Services;
- viii. Managing external lawyers with regard to litigation;
- ix. Maintaining legal database;
- x. Writing legal opinions and case summaries;
- xi. Aligning internal policies with relevant legislation;
- xii. Preparing legal reports;
- xiii. Liaising with external lawyers with regard to litigation;
- xiv. Preparing work plans and budgets for the legal Services; and
- xv. Performing any other duties assigned by the Head of Department.

### **5. SENIOR ICT OFFICER I, GRADE AD 13 – 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;
- ii. Served in the grade of Senior ICT Officer II Grade 12 or in a comparable position for a minimum period of three (3) years;
- iii. A holder of professional qualification;
- iv. Certificate in Senior Management Course lasting not than four (4) weeks will be an added advantage;
- 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 the network installation and maintenance;
- ii. Development, implementing and maintaining of network systems;
- iii. Planning, installing and maintaining University server systems;
- iv. Supervising the installation and maintenance of data communication infrastructure and services;
- v. Providing systems administration services for University servers;
- vi. Installing, configuring, optimizing and maintaining internet and intranet server systems;
- vii. Ensuring that the network security measures are maintained;
- viii. Ensuring effectiveness and efficiency of network performance; and
- ix. Supervising the design and development of quality network systems in schools and departments.

### **6. SENIOR ASSISTANT REGISTRAR (ACADEMICS), GRADE AD 13 – ONE (1) POSITION**

#### **Requirements for Appointment**

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



- i. Master's degree from an accredited and recognized University in the relevant field;
- ii. Bachelor's degree in the following disciplines: Human Resource Management, Business Administration or any other Social Science/relevant degree from a recognized institution;
- iii. Served in the grade of Assistant Registrar (Academic) Grade 12 or in a comparable position for a minimum period of three (3) years;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- v. CPS(K)/CHRM or Postgraduate Diploma in relevant field;
- vi. Certificate in Computer Applications 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. Implementing academic guidelines and policies;
- ii. Ensuring preparation of University examinations;
- iii. Ensuring safe custody of examinations;
- iv. Coordinating processing of academic reports;
- v. Managing students data base on admissions and other related records;
- vi. Developing guidelines on students discipline;
- vii. Managing students discipline and academic matters;
- viii. Preparing certificates and transcript for students;
- ix. Ensuring students adhere to University Rules and Regulations as stipulated in the Students Handbook;
- x. Ensuring dispatch of examination materials;
- xi. Managing examination records;
- xii. Verifying examination marks;
- xiii. Preparing departmental work plans and budget;
- xiv. Monitoring and evaluation of learning and teaching;
- xv. Setting targets, monitoring and appraising staff; and
- xvi. Supervising department staff.

#### **7. SENIOR ICT OFFICER II, GRADE AD 12 – 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;
- ii. Bachelor's degree in Information & Communication Technology (ICT) or equivalent qualification from a recognized institution;
- iii. Served in the grade of Senior ICT Officer III Grade 11 or in a comparable position for a minimum period of three (3) years;
- iv. Membership of professional body;
- v. A holder of professional qualification; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

##### **Duties and Responsibilities**

- i. Providing guidance and procedures in systems installation, configuration and maintenance of University networks;
- ii. Ensuring ICT security;
- iii. Planning, installing and maintaining University server systems; installation and maintenance of data communication infrastructure and services;
- iv. Provide systems administration services for University servers;



- v. Installing, configuring, optimizing and maintaining internet and intranet servers;
- vi. Ensuring that the network security measures are maintained;
- vii. Ensuring effectiveness and efficiency of network performance; and
- viii. Designing of quality network systems in schools and departments

## 8. CHIEF NURSING OFFICER, GRADE AD 12 – 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: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management and leadership, Mental Health or Geriatric Nursing from a recognized institution;
- OR**
- Bachelor's degree in either Nursing or Midwifery from a recognized institution;
  - Served in the grade of Senior Nursing Officer Grade 11 for a minimum period of three (3) years;
  - ii. Registration Certificate from the Nursing Council;
  - iii. Certificate in Senior Management Course lasting not less four (4) from a recognized institution;
  - iv. Valid practicing license;
  - v. Good interpersonal and Communication skills;
  - vi. High integrity and confidentiality;
  - vii. Certificate in Computer Applications from a recognized institution; and
  - viii. Demonstrated competence as reflected in the work performance and results.

### Duties and Responsibilities

- i. Monitoring and evaluating nursing services;
- ii. Allocating duties, supervising, mentoring and appraising nursing staff;
- iii. Requisitioning for drugs and other medical supplies;
- iv. planning, supervising, evaluating and coordinating nursing care at a Clinic or VCT Centre;
- v. Providing health education to patients;
- vi. Counselling of patients/clients;
- vii. Undertake performance appraisals for nursing staff;
- viii. Overseeing preparation of work plans and budgets for nursing services;
- ix. Supervise nursing staff;
- x. Monitoring and evaluating nursing services;
- xi. Requisitioning nursing medical supplies;
- xii. Providing health education to patients as a preventive measure;
- xiii. Treating minor ailments;
- xiv. Respond to emergency situations, to save life and offer prompt treatment;
- xv. Carrying out Cervical cancer screening to create awareness for early detection treatment of patients; and
- xvi. Counselling and testing of clients.

## 9. SENIOR COUNSELLOR II, GRADE AD 12 – ONE (1) POSITION

### Requirements for Appointment

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

- i. Master's Degree in Counseling or Psychology or Guidance and Counseling or Psychiatry or relevant qualification from a recognized institution;
- ii. Bachelor's degree in Counselling, Counselling Psychology or in any of the Social Sciences with a Post-Graduate Diploma in Counselling from a recognized institution;
- iii. Served in the grade of Senior Counsellor III Grade 11 for a minimum period of three (3) years;



- iv. Psychological Debriefing Course lasting not less than one week;
- v. Registration with the Kenya Counselling Association (KCA);
- vi. Certificate in computer applications from a recognized institution; and
- vii. Demonstrated a high degree of professional competence and administrative capability in work performance and results.

#### **Duties and Responsibilities**

- i. Providing individual and group counselling services;
- ii. Assisting in identifying students with social psychological or health related problems;
- iii. Liaising with the Wardens in counselling and advising students on personal and social matter within the halls of residence;
- iv. Conduct counselling outreach activities such as visits to orphanages and children homes;
- v. Network with stakeholders such as Kenya Red Cross and NACADA and other interventions among the University community; and
- vi. Represent the University in national workshops of Kenya Counselling and Psychologists Association.

### **10. SENIOR TECHNOLOGIST, GRADE AD 11 – TWO (2) POSITIONS**

#### **Requirements for Appointment**

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

- i. Master's degree in a relevant area of specialization from a recognized institution with a Technical Certificate and three (3) years relevant work experience;
- OR**
- Bachelor's degree in a relevant area of specialization from a recognized institution with a Technical Certificate; Served in the grade of Technologist I Grade 10 for a minimum period of three (3) years;
  - ii. Certificate in Computer Applications from a recognized institution;
  - iii. Registered with a professional body where applicable; and
  - iv. Demonstrated merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities**

- i. Planning, supervising, evaluating and coordinating laboratory work in the area of specialization;
- ii. Preparing annual procurement plans for the section;
- iii. Procuring teaching materials for the division;
- iv. Conducting undergraduate and post graduate practicals;
- v. Preparing the budget for laboratory equipment;
- vi. Keeping and maintaining records of laboratory supplies for all the laboratories within the department;
- vii. Ensuring laboratory equipment are well maintained and calibrated according to standards applicable;
- viii. Overseeing provision of laboratory services as well as allocation of duties and responsibilities to all laboratory staff within the department;
- ix. Training students, attachees and other laboratory staff; and
- x. Coordinate research activities in the department.

### **11. SENIOR CLINICAL OFFICER, GRADE AD 11 – ONE (1) POSITION**

#### **Requirements for Appointment**

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

- i. Bachelor's Degree in Clinical Medicine from a recognized institution;



OR

Bachelor's degree in Community Health and Development, Clinical Psychology, Public Health, Medical Education, Health Systems Management, Medical Sociology, Ophthalmology and Cataract Surgery, Sports Medicine, Health Promotion, from a recognized institution **Plus a** Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;

- ii. Served in the grade of Clinical Officer II Grade 9 for a minimum period of three (3) years in a busy level 4 hospital or its equivalent;
- iii. Valid Practicing license from Clinical Officers Council of Kenya;
- iv. Registration Certificate from the Clinical Officers' Council;
- v. Certificate in Computer Applications skills from a recognized institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities**

- i. Supervising and guiding staff in the clinic;
- ii. Attending to patients;
- iii. Diagnosing and treating patients' ailments in the Organization's Clinic;
- iv. Planning and conducting primary health care activities;
- v. Attending to patients and referring them for further medical attention, where necessary;
- vi. Counselling of patients in the clinic;
- vii. Providing routine patient care and support, including health education;
- viii. Maintaining appropriate staff records;
- ix. Performing minor surgical and medical procedures;
- x. Implementing clinical services plans and policies;
- xi. Compiling reports;
- xii. Coaching and mentoring staff; and
- xiii. Screening patients for diseases.

### **12. SENIOR HOSPITALITY 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:- Hotel and Hospitality Management; Hotel and Catering Management; Hospitality and Institutional Management, Hospitality and Tourism Management or equivalent qualification from a recognized institution with three (3) years work related experience;

OR

Bachelor's degree in any of the following disciplines:- Hotel and Hospitality Management; Hotel and Catering Management; Hospitality and Institutional Management, Hospitality and Tourism Management or equivalent qualification from a recognized institution; Served in the grade of Hospitality Officer I Grade 10 or in a comparable position for a minimum period of three (3) years;

- ii. Valid Certificate of Health for food Handlers;
- iii. Certificate in Computer application skills course from a recognized institution;
- iv. Demonstrated merit and ability in work performance and results; and
- v. Member of professional body.

#### **Duties and Responsibilities**

- i. Ensuring efficient and proper organization and management of catering and housekeeping services;
- ii. Managing Laundry Services;
- iii. Maintaining furniture and linen;



- iv. Controlling stock and inventory;
- v. Supervising catering and housekeeping services in the kitchens/dining halls and the hostel(s);
- vi. Ensuring smooth operations of food and/or hostel services; and
- vii. Ensuring general welfare of students and/or patrons.

### 13. INTERNAL AUDITOR 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**
- 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 Internal Auditor I Grade 10 or in a comparable position for a minimum period of three (3) years;
  - ii. Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
  - iii. Be Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA)
  - 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. Conducting audit investigations;
- ii. Preparing audit operational plans;
- iii. Leading audit teams in implementing audit work plans;
- iv. Implementing audit fieldwork strategy;
- v. Conducting post audit reviews;
- vi. Preparing audit reports; and
- vii. Conducting audit follow ups.

### 14. SENIOR ADMINISTRATIVE ASSISTANT I (ACADEMIC), 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: 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 AD 10 or in a comparable position, for a minimum period of three (3) years;
  - ii. CPS(III)/CHRM(III) or Postgraduate Diploma in a relevant field;
  - iii. Registered with relevant professional body; and
  - iv. Demonstrated competence and ability as reflected in work performance and results.

#### Duties and Responsibilities

- i. Providing input in the preparation of academic reports;
- ii. Compiling, analyzing and interpreting statistical data on students admissions;



- iii. Providing input in developing guidelines on students discipline welfare Activities;
- iv. Compiling records for maintenance of students' data base;
- v. Issuing academic transcripts;
- vi. Dispatching examination materials;
- vii. Maintaining examination records;
- viii. Coordinating alumni activities; and
- ix. Performing any other duties assigned by the Head of Department.

#### 15. SENIOR NURSING OFFICER, GRADE AD 11 – ONE (1) POSITION

##### Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- ii. Served in the grade of Nursing Officer I Grade 10 for a minimum period of three (3) years;
- iii. Registration Certificate from the Nursing Council;
- iv. Valid practicing license;
- v. Good interpersonal and Communication skills;
- vi. High integrity and confidentiality;
- vii. Certificate in Computer Applications from a recognized institution; and
- viii. Demonstrated competence as reflected in the work performance and results.

##### Duties and Responsibilities

- i. Treating minor ailments;
- ii. Preparing work plans and budgets for nursing services;
- iii. Monitoring and evaluating nursing services;
- iv. Allocating duties, supervising, mentoring and appraising nursing staff;
- v. Requisitioning for drugs and other medical supplies;
- vi. planning, supervising, evaluating and coordinating nursing care at a Clinic or VCT Centre;
- vii. Providing health education to patients; and
- viii. Counselling of Patient/clients.

#### 16. SENIOR CORPORATE COMMUNICATIONS AND MARKETING 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:- Journalism; Mass Communications; Public Relations or Marketing; Communication and Media or equivalent qualification from a recognized institution with three (3) years relevant work experience;

OR

Bachelor's degree in any of the following disciplines:- Journalism; Mass Communications; Public Relations or Marketing; Communication and Media or equivalent qualification from a recognized institution; Served in the grade of Corporate Communications and Marketing Officer I Grade 10 or in a comparable position for a minimum period of three (3) years;

- ii. Be a member of the Public Relations Society of Kenya (PRSK) or its equivalent;
- iii. Certificate in Computer Application skills from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.





**Duties and Responsibilities**

- i. Assisting in the development of communication and media strategy;
- ii. Editing stories on various topical issues before release;
- iii. Managing events in liaison with Faculties/departments concerned; and
- iv. Liaising with media practitioners and the public on issues of mutual concern;
- v. Preparing media releases; and
- vi. Updating University website.

**17. SUPPLY CHAIN MANAGEMENT OFFICER I, GRADE AD 10 – ONE (1) POSITION****Requirements for Appointment****For appointment to this grade, an officer 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. Served in the grade of Supply Chain Management Officer II Grade AD 9 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in computer application skills from a recognized institution;
- iv. Must be registered with relevant professional body; and
- v. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Ensuring efficient and proper organization and management of Supply Chain Management services;
- ii. Sourcing for suppliers through request for quotations;
- iii. Preparing local purchase order and ensure timely delivery of goods, services and works;
- iv. Implementing provision of the Procurement Manual;
- v. Conducting market research and surveys of goods and services;
- vi. Providing input in preparing specifications;
- vii. Ensuring safe custody of stores;
- viii. Identifying unserviceable, obsolete and surplus stores and equipment for disposal;
- ix. Issuing of stores to users; and
- x. Performing any other duties assigned by the Head of Department.

**18. ASSISTANT ACCOUNTANT I, GRADE AD 10 – ONE (1) POSITION****Requirement for Appointment****For appointment to this grade, an officer must have:-**

- i. 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;
- ii. Served in the grade of Assistant Accountant II Grade 9 or in a comparable position for a minimum period of three (3) years;
- iii. Passed CPA III / ACCA III from a recognized institution;
- 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. Examining payment vouchers;
- ii. Undertaking regular banking;
- iii. Preparing bank reconciliation and maintaining general ledger accounts;



- iv. Maintaining of customers and suppliers records;
- v. Writing cheques and posting payments and receipt vouchers in the cashbook;
- vi. Preparing withholding and value added tax returns;
- vii. Certifying and verifying returns, documents and vouchers;
- viii. Monitoring collection of revenue including inspection;
- ix. Preparing financial management reports;
- x. Verifying payroll input details;
- xi. Verifying payment vouchers;
- xii. Verifying accuracy of HELB returns and updating students' details;
- xiii. Ensuring accuracy of reconciled students' accounts; and
- xiv. Maintaining and updating the fixed asset register.

#### 19. NURSING OFFICER I, GRADE AD 10 – TWO (2) POSITIONS

##### Requirements for Appointment

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

- i. Bachelor's Degree in Nursing (BSN) from a recognized institution  
**OR**  
Higher National Diploma in Nursing from a recognized institution
- ii. Served in the grade of Nursing Officer II Grade 9 for a minimum period of three (3) years;
- iii. Be registered by the Nursing Council of Kenya;
- iv. Certificate in Computer Applications from a recognized institution;
- v. Valid practicing license; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

##### Duties and Responsibilities

- i. Administering drugs to patients;
- ii. Keeping records of drugs administered;
- iii. Treating minor ailments;
- iv. Planning, supervising, evaluating and coordinating nursing care at a Clinic or VCT Centre;
- v. Ensuring availability of supplies and equipment;
- vi. Providing support and health education to patients; and
- vii. Counseling and guiding of patients.

#### 20. SECURITY OFFICER I, GRADE AD 10 – ONE (1) POSITION

##### Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines:- Criminology; Criminology and Criminal Justice; Criminology and Fraud Management; Criminology and Security Management; Security Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Security Officer II Grade 9 or in a comparable position for a minimum period of three (3) years;
- iii. A First Aid Certificate from a recognized institution;
- iv. A valid Certificate of Good Conduct;
- v. Certificate in Computer Applications skills from a recognized institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

##### Duties and Responsibilities

- i. Ensuring that University's assets are secured through deployment guards and conducting risk assessment;
- ii. Developing, reviewing and implementing Security policies;



- iii. Reviewing Security reports to ensure efficiency and quality of Security operations;
- iv. Developing emergency management and contingency procedures;
- v. Preparing reports and submitting Security reports;
- vi. Identifying, investigating and resolving Security breaches;
- vii. Keeping abreast with emerging Security challenges and devising appropriate interventions to ensure the organization Security is maintained at all times;
- viii. Ensuring compliance with Security statutory regulations and requirements; and
- ix. Developing specifications for Security contracts.

## 21. ASSISTANT LIBRARIAN I, GRADE AD 10 – ONE (1) POSITION

### Requirements for Appointment

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

- i. Bachelor's Degree in Library Studies, Library Science, Information Science (IT Option) or equivalent qualification from a recognized institution;
- ii. Served in the grade of Assistant Librarian II Grade 9 or in a comparable position for a minimum period of three (3) years;
- 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

- i. Ordering for new books, journals and any other periodicals/publications and materials needed in the Library;
- ii. Indexing & abstracting journal articles;
- iii. Dealing with Library correspondence;
- iv. Maintaining and updating University data base;
- v. Editing & compiling quarterly reports for the library section; Stock-taking the library collection;
- vi. Maintaining close engagements with relevant scholarly communication;
- vii. Charging and discharging library information resources to users;
- viii. Disseminating Information to the University Community;
- ix. Providing reference and referral services to library patrons;
- x. Distributing publishers' catalogues to faculty deans and heads of departments;
- xi. Processing of interlibrary loan requests;
- xii. Cataloguing and classification of newly acquired information resources;
- xiii. Verifying bibliographic details of library materials;
- xiv. Participating in systems operations in the Library;
- xv. Maintaining user profiles;
- xvi. Current awareness services (CAS);
- xvii. Selective Dissemination of Information (SDI);
- xviii. Estimating of expenditure and vote control;
- xix. Teaching Library skills and user education;
- xx. ICT Services; and
- xxi. Attending official meetings as may be required by the University Librarian.

## 22. OFFICE ADMINISTRATOR II, GRADE AD 9 – ONE (1) POSITION

### Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines:- Secretarial Studies; Bachelor of 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. Served in the grade of Office Administrator III Grade 8 or in a comparable position for a minimum period of three (3) years;
- iii. Good interpersonal and Communication skills;
- iv. Certificate in computer applications from a recognized institution; and
- v. Demonstrated professional competence in management of office administrative services; and
- vi. Kenya National secretaries Association (KENASA) Membership.

**Duties and Responsibilities**

- i. Taking oral dictation;
- ii. Using e-office to research and process data;
- iii. Operating office equipment;
- iv. Attending to visitors and clients;
- v. Handling telephone calls;
- vi. Handling Customer inquiries and complaints;
- vii. Coordinating schedules of meetings and appointments;
- viii. Coordinating travel arrangements;
- ix. Ensuring Security of office records, equipment and documents, including classified materials;
- x. Ensuring Security, integrity and confidentiality of data;
- 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. Preparing responses to routine correspondence; and
- xiv. Managing office protocol and etiquette.

**23. HOSPITALITY OFFICER II, GRADE AD 9 - ONE (1) POSITION**

**Requirements for Appointment**

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

- i. Bachelor's degree in any of the following disciplines:- Hotel and Hospitality Management; Hotel and Catering Management; Hospitality and Institutional Management, Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Hospitality Officer III Grade 8 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Application skills course from a recognized institution;
- iv. Refresher Certificate in Supervisory Management Course from a recognized institution;
- v. Valid Certificate of Health for food Handlers; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Preparing of menus, their costing and food delivery;
- ii. Supervising of cleanliness of catering and hostel facilities;
- iii. Managing of laundry facilities;
- iv. Maintenance of linen, furniture and beddings;
- v. Keeping proper records of catering and hostel stores/inventory; and
- vi. Receipting, storing and issuing of foodstuffs and sundries.

**24. SUPPLY CHAIN MANAGEMENT OFFICER II, GRADE AD 9 – TWO (2) POSITIONS**

**Requirements for Appointment**



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

- i. Have 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. Have served in the grade of Supply Chain Management Officer III Grade 8 or in a comparable position for a minimum period of three (3) years;
- iii. Have Certificate in computer applications from a recognized institution;
- iv. Be registered with relevant professional body; and
- v. Have shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Ensuring efficient and proper organization and management of Supply Chain Management services;
- ii. Soliciting request for quotations;
- iii. Preparing local purchase order and ensure timely delivery of goods, services and works;
- iv. Opening and evaluating quotations;
- v. Implementing provision of the Procurement Manual;
- vi. Conducting market research and surveys of goods and services;
- vii. Providing input in preparing specifications;
- viii. Conducting inspections of goods and services;
- ix. Providing input in tender opening and evaluation;
- x. Ensuring safe custody of stores;
- xi. Checking and verifying issue notes and invoices;
- xii. Identifying unserviceable, obsolete and surplus stores and equipment for disposal;
- xiii. Issuing stores to users; and
- xiv. Consolidating Procurement budgets and plans.

**25. TECHNOLOGIST II, GRADE AD 9 – FIVE (5) POSITIONS****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 six (6) years relevant work experience (In special fields only);
- ii. Served in the grade of Technologist III Grade AD 8 for a minimum period of three (3) years;
- iii. Certificate in Computer Application from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Conducting practicals 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 secure 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, supervision, evaluation and coordination of laboratory work in the area of specification;
- ix. Preparing the budget for laboratory equipment;
- x. Ordering and maintaining records of supplies (consumables);



- xi. Ensuring laboratory equipment are secure and accessible;
- xii. Supervising and training staff engaged in laboratory work; and
- xiii. Performing any other duties assigned by the Head of Department.

## 26. ASSISTANT ACCOUNTANT II, GRADE AD 9 – 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:- Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or equivalent qualification from a recognized institution;
- ii. Served in the grade of Senior Accounts Assistant Grade AD 8 or in a comparable position for a minimum period of three (3) years;
- iii. Passed CPA III / ACCA III from a recognized institution;
- iv. Certificate in Computer Applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

- i. Processing payments;
- ii. Carrying out data capture in the financial system;
- iii. Filing and retrieving of accountable documents;
- iv. Filing of suppliers/service providers withholding and value added tax in the itax;
- v. Processing vouchers and committal documents;
- vi. Preparing and maintaining financial records;
- vii. Writing cheques and posting payments and receipt vouchers in the ERP system;
- viii. Ensuring accuracy in the cashbook postings on daily basis;
- ix. Preparing daily bank reconciliation;
- x. Ensuring accounting for imprests on a timely basis;
- xi. Processing of payroll payments;
- xii. Ascertaining accuracy of HELB returns and updating students' details;
- xiii. Reconciling students' accounts;
- xiv. Preparing customer invoices for the services rendered;
- xv. Undertaking regular banking; and
- xvi. Performing any other duties assigned by the Head of Department.

## 27. ICT OFFICER II, GRADE AD 9 – TWO (2) POSITIONS

### Requirements for Appointment

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

- i. Bachelor's Degree in Information & Communication Technology (ICT) or equivalent qualification from a recognized institution;
- ii. Served in the grade of ICT Officer 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 maintenance of 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 the Database Administrator in planning, designing and implementing the University corporate databases;
- viii. Performing database backups, monitoring, tuning 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. Diagnosing 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. Engaging 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;
- xxi. Providing primary technical support and maintenance of campus fiber (single and multi-mode), Cat6, Cat5e, coaxial and voice cable systems; and
- xxii. Performing any other duties assigned by the Head of Department.

## 28. SECURITY OFFICER II, GRADE AD 9 – ONE (1) POSITION

### Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines:- Criminology; Criminology and Criminal Justice; Criminology and Fraud Management; Criminology and Security Management; Security Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Security Officer III Grade 8 or in a comparable position for a minimum period of three (3) years;
- iii. A First Aid Certificate from a recognized institution;
- iv. A valid Certificate of Good Conduct;
- 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

- i. Ensuring that University's assets are secured;
- ii. Conducting risk assessment;
- iii. Implementing Security policies;
- iv. Reviewing Security reports to ensure efficiency and quality of Security operations;
- v. Ensuring the implementation of Security strategies and procedures;
- vi. Coordinating Security operations with public law enforcement agencies;
- vii. Implementing emergency management and contingency procedures;



- viii. Preparing reports and submitting Security reports to the head of the department;
- ix. Identifying, investigating and resolving Security breaches;
- x. Coordinating training and development of Security staff; and
- xi. Supervising of Contracted Security firm.

## 29. TECHNOLOGIST II, GRADE AD 9 – ONE (1) POSITION

### Requirement for Appointment

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

- i. Diploma in a relevant area or its equivalent qualification from a recognized institution with six (6) years relevant work experience (In special fields only);
- ii. Served in the grade of Technologist III Grade AD 8 for a minimum period of three (3) years;
- iii. Certificate in Computer Application from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

### Duties and Responsibilities

- i. Conducting practicals 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 secure 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, supervision, evaluation and coordination of laboratory work in the area of specification;
- ix. Preparing the budget for laboratory equipment;
- x. Ordering and maintaining records of supplies (consumables);
- xi. Ensuring laboratory equipment are secure and accessible;
- xii. Supervising and training staff engaged in laboratory work; and
- xiii. Performing any other duties assigned by the Head of Department.

## 30. RECORDS MANAGEMENT OFFICER 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:- 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 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.

**31. SENIOR LIBRARY ASSISTANT, GRADE AD 8 – ONE (1) POSITION**

**Requirements for Appointment**

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

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**

- 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**

- 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.

**32. SENIOR AUDIT ASSISTANT, GRADE AD 8 – ONE (1) POSITION**

**Requirements for Appointment**

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

- i. CPA Part II or ACCA Part II;
- ii. Registered member of Institute of Internal Auditors (IIA) or Institute of Certified Public Accountants of Kenya (ICPAK);

**OR**

Part III of the Certified Public Accountants (CPA) Examination or the Association of Certified Chartered Accountants (ACCA);

- iii. Served in the grade of Audit Assistant I Grade 7 or in a comparable position for a minimum period of three (3) years; and
- iv. Certificate in computer applications from a recognized institution.

**Duties and Responsibilities**

- i. Gathering, collating and analyzing financial data and reports to ensure efficiency and effectiveness of funds utilization;
- ii. Assessing compliance with regulations and guidelines in the University;



- iii. Carrying out audit checks and verification of payments;
- iv. Undertaking spot-checks;
- v. Undertaking special audit assignments;
- vi. Interpreting financial audit policies for sound auditing principles/ practices;
- vii. Providing input in the implementation audit fieldwork strategy;
- viii. Providing input in the implementation annual audit work plans; and
- ix. Conducting post audit reviews.

### **33. TECHNOLOGIST III, GRADE AD 8 – THREE (3) POSITIONS**

#### **Requirements for Appointment**

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

- i. Bachelor's degree in the relevant area of specialization from a recognized institution with a Technical Certificate;

**OR**

- ii. Higher Diploma in a relevant area or its equivalent qualification from a recognized institution with three (3) years relevant work experience; and
- iii. Certificate in Computer Applications 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.

### **34. ASSISTANT HOUSEKEEPER I, GRADE AD 7 – ONE (1) POSITION**

#### **Requirements for Appointment**

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

- i. Diploma in any of the following disciplines:- Catering and Hotel Management; Housekeeping and Front Office Management; Food and Beverage Production and Service; Food and Beverage Management; Institutional and Catering Management and Hospitality Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Assistant Housekeeper II/ Assistant Cateress II/Restaurant Supervisor II Grade 6 or in a comparable position for a minimum period of three (3) years;
- iii. Refresher Certificate in Supervisory skills course from a recognized institution;
- iv. Valid Certificate of Health for food Handlers;
- v. Certificate in Computer Application skills from a recognized institution; and
- vi. Demonstrate merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities**

- i. Preparing menus, their costing and food delivery;
- ii. Supervising cleanliness of catering and hostel facilities;
- iii. Managing laundry;
- iv. Maintaining linen, furniture, bedding and keeping proper records of catering and hostel stores/inventory;



- v. Ensuring general welfare of students and patrons;
- vi. Allocating rooms; and
- vii. Receiving, storing and issuing foodstuff and sundries.

### 35. SENIOR DRIVER I, GRADE AD 7 – ONE (1) POSITION

#### Requirements for Appointment

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

- i. A valid driving license free from any Current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- ii. Served in the grade of Senior Driver II Grade 6 or in a comparable position for a minimum period of three (3) years;
- iii. Passed the Occupational Trade Test for Drivers Grade I;
- iv. Public Service Vehicle (PSV) certificate;
- v. A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- vi. A valid Certificate of Good Conduct from the Kenya Police;
- vii. Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- viii. Defensive driving certificate from Automobile Association (AA) of Kenya or equivalent qualifications from a recognized institution; and
- ix. Demonstrated merit and ability in driving and maintenance of vehicles.

#### Duties and Responsibilities

- i. Driving a motor-vehicle as authorized;
- ii. Carrying out minor mechanical repairs;
- iii. Recognizing and reporting abnormal operations of the vehicle;
- iv. Security of the vehicle on and off the road;
- v. Safety of passengers and /or goods therein;
- vi. Maintaining cleanliness of the assigned vehicles;
- vii. Carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure, detecting and reporting malfunctioning of vehicle systems;
- viii. Carrying out minor repairs including oiling and greasing;
- ix. Maintenance of work tickets for vehicles assigned;
- x. Demonstrated merit and ability in driving and maintenance of vehicles.
- xi. Ensuring the vehicle has the necessary documentation; and
- xii. Ensuring the vehicle has relevant repair tools and serviced on time.

### 36. ASSISTANT TECHNOLOGIST I, GRADE AD 7 – ONE (1) POSITION

#### Requirements for Appointment

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

- i. Diploma in in a relevant area or its equivalent qualification from a recognized institution;
- ii. Served in the grade of Assistant Technologist II Grade 6 for a minimum period of three (3) years;
- 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

- i. Collecting and preparing teaching materials;
- ii. Keeping and Maintenance of laboratory records (chemicals, plastic and glassware, equipment and other consumables);



- iii. Conducting practicals to undergraduates and postgraduate students;
- iv. Ensuring laboratory equipment are kept in good order;
- v. Collecting, preparing and setting up machines and equipment;
- vi. Ensuring laboratory machines and equipment are serviced, repaired, tested and maintained; and
- vii. Supervising and training of junior laboratory staff, students and attachees engaged in laboratory work;

### 37. ASSISTANT OFFICE ADMINISTRATOR I, GRADE AD 7 – FIVE (5) POSITIONS

#### Requirements for Appointment

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

- i. Diploma in Secretarial Studies from the Kenya National Examinations Council;  
**OR**
- ii. Business Education Single and Group Certificates (BES & GC) Stage I, II and III from the Kenya National Examinations Council in the following subjects:-
  - a) Shorthand III (minimum 100 w.p.m);
  - b) Typewriting III (50 w.p.m)/Computerized Document Processing III;
  - c) Business English III/Communications II;
  - d) Office Practice II;
  - e) Commerce II;
  - f) Secretarial Duties II;
  - g) Office Management III/Office Administration and Management III;
- iii. Served in the grade of Assistant Office Administrator II Grade 6 or in a comparable position for a minimum period of three (3) years;
- 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. Taking oral dictation;
- ii. Managing e-office;
- iii. Data processing;
- iv. Operating office equipment;
- v. Maintaining office diary and travel itineraries;
- vi. Attending to visitors and clients;
- vii. Handling telephone calls and appointments;
- viii. Coordinating schedules of meetings;
- ix. Ensuring Security of office records, equipment and documents, including classified materials;
- x. Maintaining an up to date filing system in the office;
- xi. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xii. Preparing responses to simple routine correspondence;
- xiii. Managing office protocol and etiquette;
- xiv. Supervising of office cleaning; and
- xv. Ensuring Security, integrity and confidentiality of data.

### 38. RECORDS MANAGEMENT ASSISTANT I, GRADE AD 7 – ONE (1) POSITION

#### Requirements for Appointment

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



- i. Diploma in any of the following disciplines: Records Management; Archives and Records Management; Technology in Archives and Records Management; Information Management; Archives or equivalent qualification from a recognized institution;
- ii. Served in the grade of Records Management Assistant II Grade 6 or in a comparable position for a minimum period of three (3) years;
- 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**

- i. Dispatching mails and maintaining related registers;
- ii. Ensuring Security of files and documents;
- iii. Redressing of files;
- iv. Ensuring proper handling of documents;
- v. Bringing-up pending correspondence; and
- vi. Implementing disposal schedules and disposing closed files in accordance with relevant Government regulations.

### **39. ASSISTANT CATERESS I, GRADE AD 7 – TWO (2) POSITIONS**

#### **Requirements for Appointment**

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

- i. Diploma in any of the following disciplines:- Catering and Hotel Management; Housekeeping and Front Office Management; Food and Beverage Production and Service; Food and Beverage Management; Institutional and Catering Management and Hospitality Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Assistant Housekeeper II/ Assistant Cateress II/Restaurant Supervisor II Grade 6 or in a comparable position for a minimum period of three (3) years;
- iii. Refresher Certificate in Supervisory skills course from a recognized institution;
- iv. Valid Certificate of Heath for food Handlers;
- v. Certificate in Computer Application skills from a recognized institution; and
- vi. Demonstrate merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities**

- i. Preparing menus, their costing and food delivery;
- ii. Supervising cleanliness of catering and hostel facilities;
- iii. Managing laundry;
- iv. Maintaining linen, furniture, bedding and keeping proper records of catering and hostel stores/inventory;
- v. Ensuring general welfare of students and patrons;
- vi. Allocating rooms; and
- vii. Recepting, storing and issuing foodstuff and sundries.

### **40. SENIOR JANITOR I, GRADE AD 7 – ONE (1) POSITION**

#### **Requirements for Appointment**

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

- i. Diploma in any of the following disciplines:- Institutional Management, Hospitality and Tourism Management, Hotel & Restaurant Management, Criminology; Criminology and Criminal Justice; Criminology and Fraud Management; Criminology and Security Management; Security Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Senior Janitor II Grade 6 or in a comparable position for a minimum period of three (3) years;



- iii. A First Aid Certificate from a recognized institution;
- iv. A valid Certificate of Good Conduct;
- v. Certificate in Computer Applications skills from a recognized institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities**

- i. Supervising Security Guards on duty;
- ii. Implementing Security policies;
- iii. Safeguarding University's assets;
- iv. Preparing and providing Security reports to ensure efficiency and quality of Security operations;
- v. Providing input in the Development emergency management and contingency procedures;
- vi. Identifying, investigating and resolving Security breaches;
- vii. Ensuring the organization Security is maintained at all times;
- viii. Ensuring compliance with Security statutory regulations and requirements;
- ix. Ensuring the implementation of Security strategies and procedures;
- x. Coordinating Security operations with public law enforcement agencies;
- xi. Implementing emergency management and contingency procedures;
- xii. Preparing reports and submitting Security reports to the Head of the Department;
- xiii. Supervision of Contracted Security firm that is under the Department;
- xiv. Intelligence gathering, analysis and dissemination; and
- xv. Monitoring of CCTV.

#### **41. ASSISTANT HOUSEKEEPER II, GRADE AD 6 – ONE (1) POSITION**

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

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

- i. Diploma in any of the following disciplines:- Catering and Hotel Management; Housekeeping and Front Office Management; Food and Beverage Production and Service; Food and Beverage Management; Institutional and Catering Management and Hospitality Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Assistant Housekeeper III/ Assistant Cateress III Grade 5 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Application skills from a recognized institution;
- iv. Refresher Certificate in Supervisory skills course from a recognized institution;
- v. Valid Certificate of Health for food Handlers; and
- vi. Demonstrated merit and ability are reflected in work performance and results.

#### **Duties and Responsibilities**

- i. Preparation of menus, their costing and food delivery;
- ii. Supervision of cleanliness of catering and hostel facilities;
- iii. Management of laundry;
- iv. Maintenance of linen, furniture, bedding and keeping proper records of catering and hostel stores/inventory;
- v. Ensuring general welfare of students and patrons;
- vi. Room allocation; and
- vii. Taking responsibility for receipt, storage and issue of foodstuff and sundries.

#### **42. ASSISTANT CATERESS II, GRADE AD 6 – FIVE (5) POSITIONS**

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

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



- i. Diploma in any of the following disciplines:- Catering and Hotel Management; Housekeeping and Front Office Management; Food and Beverage Production and Service; Food and Beverage Management; Institutional and Catering Management and Hospitality Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Assistant Housekeeper III/ Assistant Cateress III Grade 5 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Application skills from a recognized institution;
- iv. Refresher Certificate in Supervisory skills course from a recognized institution;
- v. Valid Certificate of Health for food Handlers; and
- vi. Demonstrated merit and ability are reflected in work performance and results.

#### **Duties and Responsibilities**

- i. Preparation of menus, their costing and food delivery;
- ii. Supervision of cleanliness of catering and hostel facilities;
- iii. Management of laundry;
- iv. Maintenance of linen, furniture, bedding and keeping proper records of catering and hostel stores/inventory;
- v. Ensuring general welfare of students and patrons;
- vi. Room allocation; and
- vii. Taking responsibility for receipt, storage and issue of foodstuff and sundries.

#### **43. ACCOUNTS ASSISTANT II, GRADE AD 6 – FOUR (4) POSITIONS**

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

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

- i. CPA II/ ACCA II;
- ii. Served in the grade of Accounts Assistant III Grade 5 or in a comparable position for a minimum period of three (3) years;
- 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**

- i. Filing and ensuring that all relevant documentation is stored timely and accurately;
- ii. Receiving and processing petty cash requests;
- iii. Collecting and receipting and University revenue;
- iv. Receiving and processing all invoices, expense forms and payment requests;
- v. Issuing cheques to creditors' and other providers of goods and services in time;
- vi. Processing of imprests surrender from staff;
- vii. Processing of students and other customer invoices;
- viii. Assisting students in processing bursary;
- ix. Preparing monthly debtors and creditors statements; and
- x. Uploading students' bank files.

#### **44. RECORDS MANAGEMENT ASSISTANT II, GRADE AD 6 – THREE (3) POSITIONS**

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

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

- i. Diploma in any of the following disciplines: Records Management; Archives and Records Management; Technology in Archives and Records Management; Information Management; Archives or equivalent qualification from a recognized institution;



- ii. Served in the grade of Records Management Assistant III Grade 5 or in a comparable position for a minimum period of three (3) years;
- iii. 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. Receiving, opening, sorting and recording mails;
- ii. Opening and labelling files;
- iii. Dispatching mails and maintaining related registers;
- iv. Ensuring Security of files and documents;
- v. Redressing of files;
- vi. Ensuring proper handling of documents;
- vii. Bringing-up pending correspondence; and
- viii. Implementing disposal schedules and disposing closed files in accordance with relevant government regulations.

**45. LIBRARY ASSISTANT II, GRADE AD 6 – TWO (2) POSITIONS**

**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;
- ii. Served in the grade of Library Assistant III Grade 5 or in a comparable position for a minimum period of three (3) years;
- 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**

- i. Accessioning all new books;
- ii. Classifying and cataloguing books;
- iii. Preparing and filing catalogue cards for books;
- iv. Compiling accessions list' for books and dispatch to all technical officers;
- v. Conducting orientation and registering new patrons
- vi. Filling 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.

**46. ASSISTANT OFFICE ADMINISRATOR II, GRADE AD 6 – EIGHT (8) POSITIONS**

**Requirements for Appointment**

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





- i. Diploma in Secretarial Studies from the Kenya National Examinations Council;  
**OR**

Business Education Single and Group Certificates (BES & GC) Stage I, II and III from the Kenya National Examinations Council in the following subjects:-

- a) Shorthand III (minimum 100 w.p.m);
  - b) Typewriting III (50 w.p.m)/Computerized Document Processing III;
  - c) Business English III/Communications II;
  - d) Commerce II;
  - e) Office Practice II;
  - f) Secretarial Duties II;
  - g) Office Management III/Office Administration and Management III;
- ii. Served in the grade of Assistant Office Administrator III Grade 5 or in a comparable position for a minimum period of three (3) years;
- 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**

- i. Taking oral dictation;
- ii. Data processing;
- iii. Preparing responses to simple routine correspondence;
- iv. Managing e-office;
- v. Operating office equipment;
- vi. Attending to visitors/clients;
- vii. Handling telephone calls and appointments;
- viii. Maintaining office diary and travel itineraries;
- ix. Ensuring Security of office records, equipment and documents, including classified materials;
- x. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xi. Maintaining an up to date filing system in the office;
- xii. Ensuring Security, integrity and confidentiality of data;
- xiii. Managing office protocol and etiquette; and
- xiv. Supervising of office cleaning.

**47. SUPPLY CHAIN MANAGEMENT ASSISTANT II, GRADE AD 6 – ONE (1) POSITION**

**Requirements for Appointment**

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

- i. Diploma in any of the following disciplines: - Purchasing and Supplies Management or Supply Chain Management or any other equivalent qualification from a recognized institution;
- ii. Level 3 CIPS Advanced certificate in purchasing and supplies or equivalent;
- iii. Served in the grade of Supply Chain Management Assistant III Grade AD 5 or in a comparable position for a minimum period of three (3) years;
- 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. Receiving and issuing of stores;
- ii. Preparing and maintaining stores records;
- iii. Supervising attendants in the store and vehicle loading/unloading operations;
- iv. Stocktaking and reconciliation;
- v. Safe custody, coding and cleanliness of stores;



- vi. Proper preservation of stores;
- vii. Maintaining stores records; and
- viii. Performing any other duties assigned by the Head of Department.

**48. ASSISTANT TECHNOLOGIST II, GRADE AD 6 – TWO (2) POSITIONS**

**Requirements for Appointment**

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

- i. Diploma in the relevant area of specialization from a recognized institution;
- ii. Served in the grade of Assistant Technologist III Grade 5 for a minimum period of three (3) years;
- 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**

- i. Collecting and preparing laboratory/ workshop equipment and teaching materials;
- ii. Conducting laboratory practicals to undergraduates;
- iii. Participating in Research activities in the department;
- iv. Ensuring that laboratory ware including chemicals, glass and plastic ware and equipment are kept in good order;
- v. Ensuring that laboratory and workshops are kept tidy;
- vi. Keeping and maintaining laboratory records in the laboratory;
- vii. Ensuring safe use and disposal of chemicals;
- viii. Supervising junior laboratory staff; and
- ix. General laboratory routine.

**49. HUMAN RESOURCE MANAGEMENT ASSISTANT II, GRADE AD 6 – ONE (1) POSITION**

**Requirements for Appointment**

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

- i. Diploma in any of the following disciplines:- Human Resource Management/Development; Personnel Management; Industrial Relations; Business Management; Business Administration or equivalent qualification from a recognized institution;

**OR**

Certified Public Secretary Part II or equivalent qualification from a recognized institution; and

- ii. Certificate in Computer Applications 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. Responding to job enquiries;
- viii. Processing employee claims; and
- ix. Compiling routine reports.



**50. ASSISTANT CORPORATE COMMUNICATIONS & MARKETING OFFICER II, GRADE AD 6 – ONE (1) POSITION**

**Requirements for Appointment**

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

- i. Have Diploma in any of the following disciplines:- Journalism; Mass Communications; Public Relations or Marketing; Communication and Media or equivalent qualification from a recognized institution;
- ii. Have served in the grade of Assistant Corporate Communications and Marketing Officer III Grade 5 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Application skills from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Collecting data on existing programmes and significant events;
- ii. Providing input in editing students publications;
- iii. Providing input in editing stories on topical issues of mutual concern; and
- iv. Collecting data from media practitioners and the public on issues of mutual concern.

**51. SENIOR JANITOR III, GRADE AD 5 – FIVE (5) POSITIONS**

**Requirements for Appointment**

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

- i. Certificate in any of the following disciplines:- Institutional Management, Hospitality and Tourism Management, Hotel & Restaurant Management, Criminology; Criminology and Criminal Justice; Criminology and Fraud Management; Criminology and Security Management; Security Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Janitor I Grade AD 4 or in a comparable position, for a minimum period of three (3) years;
- iii. A First Aid Certificate from a recognized institution;
- iv. A valid Certificate of Good Conduct;
- 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. Guarding and patrolling students' halls of residence;
- ii. Providing input in investigative activities within the Halls of Residence;
- iii. Sending alerts on Security incidents for safeguard measures;
- iv. Maintaining a Security logbook and occurrence books for all Security related incidents in the Halls of Residence;
- v. Intelligence gathering;
- vi. Writing of incident reports;
- vii. Reporting suspected offenders; and
- viii. Performing any other duties assigned by the Head of Department.

**52. SENIOR ARTISAN, GRADE AD 5 – FOUR (4) POSITIONS**

**Requirements for Appointment**

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

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



- ii. National Trade Test I certificate in the area of specialization from National Industrial Training Authority or equivalent qualification from a recognized institution;
- iii. Served in the grade of Artisan I Grade AD 4 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. 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;
- xi. Interpreting simple drawings; and
- xii. Performing any other duties assigned by the Head of Department.

### **53. ACCOUNTS ASSISTANT III, GRADE AD 5 – TWO (2) POSITIONS**

#### **Requirements for Appointment**

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

- i. CPA II/ ACCA II; and
- ii. Certificate in Computer Applications from a recognized institution.

#### **Duties and Responsibilities**

- i. Filing and ensuring that all relevant documentation is stored timely and accurately;
- ii. Receiving and processing petty cash requests;
- iii. Collecting and receipting and University revenue;
- iv. Receiving and processing all invoices, expense forms and payment requests;
- v. Issuing cheques to creditors' and other providers of goods and services in time;
- vi. Processing of imprests surrender from staff;
- vii. Processing of students and other customer invoices; and
- viii. Assisting students in processing bursary.

### **54. SENIOR OFFICE ADMINISTRATIVE ASSISTANT GRADE AD 5 – TWO (2) POSITIONS**

#### **Requirements for Appointment**

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

- i. Business Education Single and Group Certificates (BES & GC) Stage I, II and III from the Kenya National Examinations Council in the following subjects:-
  - a) Typewriting III (50 w.p.m)/Computerized Document Processing II;
  - b) Business English II/Communications I;
  - c) Office Practice II;
  - d) Secretarial Duties II;
  - e) Commerce II;
  - f) Office Management III/Office Administration and Management III;



**OR**

- ii. Craft Certificate in Secretarial Studies from the Kenya National Examination Council;
- iii. Served in the grade of Office Administrative Assistant I Grade 4 or in a comparable position for a minimum period of three (3) years;
- 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. Taking oral dictation;
- ii. Data processing;
- iii. Preparing responses to simple routine correspondence;
- iv. Managing e-office;
- v. Operating office equipment;
- vi. Attending to visitors/clients;
- vii. Handling telephone calls and appointments;
- viii. Maintaining office diary and travel itineraries;
- ix. Ensuring Security of office records, equipment and documents, including classified materials;
- x. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xi. Managing office protocol and etiquette; and
- xii. Supervising of office cleaning.

**55. SENIOR WAITER/WAITRESS, GRADE AD 5 – THREE (3) POSITIONS**

**Requirements for Appointment**

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

- i. Attended Craft Certificate in Food and Beverage; Sales and Service or its equivalent from a recognized institution;
- ii. Served in the grade of Waiter I/Waitress I Grade AD 4 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Application Skills from a recognized institution;
- iv. Certificate in Supervisory skills course from a recognized institution;
- v. Valid Certificate of Health for food Handlers; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Taking orders and serving food and beverages;
- ii. Ensuring tables and counters are set;
- iii. Ensuring tables are cleared;
- iv. Allocating duties to waiters;
- v. Ensuring high standards of restaurant hygiene and food hygiene are maintained;
- vi. Preparing meeting rooms;
- vii. Making menu recommendations;
- viii. Supervising and training all staff working under him/her; and
- ix. Performing any other duties assigned by the Head of Department.

**56. SENIOR LIBRARY ATTENDANT, GRADE AD 5 – ONE (1) POSITION**

**Requirements for appointment**

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



- i. Certificate in Information Science or equivalent qualification from a recognized institution;
- ii. Served in the grade of Library Attendant I Grade AD 4 or in a comparable position, for a minimum period of three (3) years;
- iii. Certificate in Computer Application skills from a recognized institution;
- iv. Good interpersonal and communications skills; and
- v. Demonstrated merit and ability as reflected in work performance and results.

#### **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. Assist users on retrieving information from the library;
- xvi. Grouping information materials accordingly through classification and cataloguing systems;
- xvii. Supervising Library Attendants; and
- xviii. Performing any other duties assigned by the Head of Department.

#### **57. SENIOR COOK GRADE AD 5 – FOUR (4) POSITIONS**

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

##### **For appointment to this grade an officer 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. Served in the grade of Cook I Grade AD 4 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in computer application skills from a recognized institution;
- 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. Provide 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;
- v. Planning for food orders; and
- vi. Performing any other duties assigned by the Head of Department.



**58. SENIOR CLERICAL OFFICER III, GRADE AD 5 – TWO (2) POSITIONS****Requirements for Appointment****For appointment to this grade, an officer 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) or equivalent qualification from a recognized institution.
- iii. Served in the grade of Clerical Officer I Grade 4 or in a comparable position for a minimum period of three (3) years;
- 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. Coordinating clerical work in a section;
- ii. Inducting new clerical officers, and supervising and guiding clerical staff;
- iii. Compiling and computing financial or statistical records from sources of data;
- iv. Verifying compiled statistical records for accuracy preparation of advertisement indents;
- v. Processing of pension documents;
- vi. Ensuring implementation of decisions by relevant committees;
- vii. Preparation of agenda for meetings;
- viii. Maintenance of stores, records and equipment inventory;
- ix. Preparation of estimates of expenditure;
- x. Assisting in the preparation of the general office services expenditure;
- xi. Assisting in planning office accommodation and layout;
- xii. Preparation of estimates of records;
- xiii. Processing of documents for issue of licenses or certificates under relevant acts;
- xiv. Preparation and maintenance of records and ensuring proper maintenance of filing system; and
- xv. Coaching and mentoring clerical staff.

**59. KITCHEN ATTENDANT I, GRADE AD 4 – ONE (1) POSITION****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. Certificate in Food Production or food and beverage production sales and service, Institutional Management, Hotel and Restaurant Management from a recognized institution;
- ii. Kenya Certificate of Secondary Education mean grade D+ (Plus) or its equivalent qualification;
- iii. Served in the grade of a Hostel/Dining Hall /Kitchen Attendant II Grade AD 3 or in a comparable position for a minimum period of (3) years;
- iv. Certificate in Computer Application skills from a recognized institution;
- v. Valid Certificate of Health for food Handlers; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Assisting in foods preparation and service, using appropriate tools and equipment;
- ii. Cooking of food;
- iii. Identifying and reporting defects or problems concerning kitchen equipment, and other unusual conditions;
- iv. Ensuring that the hostel/kitchen/ dining hall is cleaned according to the cleaning checklist and schedule;



- v. Arranging and cleaning the hostel/kitchen store and dining hall furniture accordingly;
- vi. Setting up and preparing equipment for use in food preparation and service; and
- vii. Performing any other duties assigned by the Head of Department.

#### 60. DRIVER I, GRADE AD 4 – ONE (1) POSITION

##### Requirements for Appointment

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

- i. A valid driving license free from any Current endorsement(s) for class(es) of vehicle (s) an officer is required to drive;
- ii. Served in the grade of Driver II Grade 3 or in a comparable position for a minimum period of three (3) years;
- iii. Passed the Occupational Trade Test Grade II;
- iv. Public Service Vehicle (PSV) certificate;
- v. Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualifications from a recognized institution;
- vi. A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- vii. A valid Certificate of Good Conduct from the Kenya Police;
- viii. Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution; and
- ix. Demonstrated merit and ability in driving and maintenance of vehicles.

##### Duties and Responsibilities

- i. Driving a motor-vehicle as authorized;
- ii. Carrying out minor mechanical repairs;
- iii. Security of the vehicle on and off the road;
- iv. Safety of passengers and /or goods therein;
- v. Maintaining cleanliness of the assigned vehicles and carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure;
- vi. Carrying out minor repairs including oiling and greasing;
- vii. Detecting and reporting malfunctioning of vehicle systems;
- viii. Maintenance of work tickets for vehicle assigned;
- ix. Ensuring the vehicle has the necessary documentation; and
- x. Ensuring the vehicle has relevant repair tools and serviced on time.

#### 61. SUPPLY CHAIN MANAGEMENT CLERK I/STORE CLERK I, GRADE AD 4 – ONE (1) POSITION

##### Requirements for Appointment

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

- i. A Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or equivalent qualification from a recognized institution;
- ii. Served in the grade of Supply Chain Clerk II/Stores Clerk II Grade 3 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Stores/Supply Chain Management, Purchasing and Supplies Management or any other equivalent qualification from a recognized institution;
- 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. Perform general office support like filing and other administrative tasks;
- ii. Issuing /receiving stores items;





- iii. Keep track of any customer issues that require attention and make follow up for resolution in a timely manner;
- iv. Assist senior Supply Chain Officer with delegated tasks;
- v. Assist in disbursement of documents from the Procurement department within sections and to other departments;
- vi. Preparing and maintaining receiving and issuance stores records;
- vii. Record goods, works and services received in the department;
- viii. Manage its inventory, assets and stores for the purpose of preventing wastage and loss;
- ix. Ensure that all inventory, stores and assets purchased are received and properly recorded;
- x. Ensure that all procured items are properly coded, kept and put in proper use as intended by the procuring entity;
- xi. Records and maintains Procurement records for used for procurement of goods, works and services in the department;
- xii. Ensures Proper keeping of procurement records in the procurement registry/records and document section;
- xiii. Ensure that all procured file/documents are properly foliod/coded, kept and put in proper racks, shelves for easy retrieval of documents;
- xiv. Monitors movement of procurement documents, files correspondents in the department;
- xv. Prepares and maintains all procurement data records/documents and avails them whenever they are required and also ensures they are safeguarded and protected;
- xvi. Custodian of procurement documents, records and Data; and
- xvii. Verify and compile supplier's payment documents and forward them to Finance Department for payment.

#### **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. 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**

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

