



KIBABII UNIVERSITY

EXTERNAL ADVERTISEMENT FOR INTERNSHIP PROGRAMME OPPORTUNITIES

Kibabii University invites applications from suitably qualified applicants for the following internship vacancies for a period of six (6) Months renewable for a further six (6) months subject to satisfactory performance. This is in support of the Governance's youth initiative to develop a pool of young talent for the Kenyan Labour Market, by giving young people an exposure of the work place environment.

INTERNSHIP POSITIONS			
S/No.	Department	Advert No.	No. of Posts
1.	Administration & Human Resources	KIBU/INT/01/2024	1
2.	Finance Department	KIBU/INT/02/2024	1
3.	Partnership and Linkages	KIBU/INT/03/2024	1
4.	School of Graduate Studies	KIBU/INT/04/2024	1

Qualifications and Basic Requirements

1. Qualifications in the following fields from a recognized Institution:
 - i. A Bachelor's Degree/Diploma in Human Resource Management; Personnel Management; Human Resource Development; Industrial Relations; Public Administration, Business Administration; Office Management or equivalent qualification.
 - ii. A Bachelor's Degree in Finance, Accounting or Business Administration from a recognized University and CPA Part Two; and
 - iii. A Bachelor's Degree in Social Sciences, Natural Sciences, Applied Sciences, Community Development or any other related field from a recognized institution.
2. Be unemployed Kenyan aged 20 and 35 years;
3. Must have not benefited from a similar programme; and
4. Must have completed training and graduated with documentary proof of qualification.

How to Apply:

Interested applicants should submit three (3) copies of their applications with detailed curriculum vitae; e-mail address; telephone contacts; postal address; copy of their original National Identification card (ID) or Passport; certified copies of academic & professional certificates and testimonials; PIN certificates, copy of National Social Security Fund (NSSF) card; National Hospital Insurance Fund (NHIF) card; Certificate of Good conduct; Valid insurance cover and a recommendation letter from the University.



Kibabii University ISO 9001:2015 Certified
Knowledge for Development

APPROVED
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03/07
2024
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26th June, 2024

All applications should be clearly marked with the reference number of the advertised position and submitted as follows:

1. Three (3) hard Copies; and
2. Electronic scanned copy in PDF format (as one running document) to be sent to the following e-mail recruitment@kibu.ac.ke by **5pm EAT F Monday, 8th July, 2024.**

The Three (3) hard Copies must be submitted on or before **Monday, 8th July, 2024.**

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

OR

**Dropped at:
Kibabii University – Main Campus
Administration Registry, Third Floor Room ADA 307**

Please Note:

- Kibabii University is an equal opportunity employer. **WOMEN, MARGINALIZED AND PERSONS LIVING WITH DISABILITY are encouraged to apply.**
- The University does not charge any fee for the whole recruitment and selection exercise.
- Any form of canvassing will lead to automatic disqualification of the applicant.
- Only shortlisted candidates will be contacted.
- Successful candidates will be paid a stipend of KES 15,000.00 p.m.
- No other financial benefit is attached to these positions; and
- Late application will not be considered.

Approved,
[Signature]
03/07
2024

