



Date: 11th October, 2024

KIBABII UNIVERSITY

INTERNAL ADVERTISEMENT FOR ADMINISTRATIVE VACANCIES

Pursuant to Part V Section 35 of the Universities Act 2012, Part IV Section 23 of the Kibabii University Charter, 2015 and Kibabii University Statutes 2023, the University invites applications from suitably qualified applicants for the following vacant positions:

ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Records Management Officer III	AD 8	KIBU/ADM/20/2024	1
2.	Technologist III	AD 8	KIBU/ADM/21/2024	1
3.	Clerical Officer I	AD 4	KIBU/ADM/22/2024	1
4.	Artisan I	AD 4	KIBU/ADM/23/2024	7
5.	Office Assistant II	AD 3	KIBU/ADM/24/2024	1
6.	Artisan III	AD 2	KIBU/ADM/25/2024	1
7.	Artisan IV	AD 1	KIBU/ADM/26/2024	5
8.	Office Assistant IV	AD 1	KIBU/ADM/27/2024	3
9.	Cook IV	AD 1	KIBU/ADM/28/2024	1
Grand Total				21

1. RECORDS MANAGEMENT OFFICER III, GRADE AD 8 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have:

- Bachelor's degree in any of the following disciplines: information Science, Record Management and information Technology; Archives and Records Management or equivalent qualification from a recognized institution;
- Good interpersonal and communication skills; and
- Certificate in Computer Applications from a recognized institution.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- Checking and taking appropriate action on pending correspondence and bring-ups;
- Preparing indexes, classified descriptive lists, location guides and inventory lists;
- Implementing policies and procedures on records management;



Kibabii University ISO 9001:2015 Certified
Knowledge for Development

Page 1 of 7

Approved
14/10
2024

Date: 11th October, 2024

- iv. Preserving and controlling records;
- v. Maintaining databases for control and retrieval of records;
- vi. Coordinating, receiving, sorting, opening and dispatching of mails and related registers are maintained;
- vii. Coordinating proper storage, Custody and preservation of archives;
- viii. Ensuring Security of information, documents, files and office equipment;
- ix. Coordinating maintenance of files, records and registry;
- x. Initiating appraisal and disposal of files and documents; and
- xi. Weeding of ephemeral records.

2. TECHNOLOGIST III, GRADE AD 8 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in Information & Communication Technology (ICT) or equivalent qualification from a recognized institution.
- ii. Holder of professional qualification; and
- iii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Organizing the operation and maintenance of computer hardware, un-interruptible power supplies (UPS), printers, scanners and general electronic & computing equipment;
- ii. Organizing of design, development, installation, configuration, upgrading and maintenance of software, information Systems, University website;
- iii. Assisting the Assistant Software developer in systems development, assistant webmaster in installing new web content and upgrading the old websites and its associated software and tools and installation of new software;
- iv. Ensuring that the website main domain and sub domain available and functional;
- v. Providing user support in the operation and maintenance of computer hardware, un-interruptible power supplies (UPS), printers, scanners and general electronic & computing equipment; and
- vi. Giving user support, development, installation, configuration, upgrading and maintenance of software and information systems

3. CLERICAL OFFICER I, GRADE AD 4 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Certificate in any of the following disciplines: Human Resource Management, Business Administration; Kenya Accounts Technician Certificate (KATC); Kenya Administration and Management Examination (KAME) or any other equivalent qualification from a recognized institution;



Date: 11th October, 2024

- ii. Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) and above or equivalent qualification from a recognized institution;
- iii. Served in the grade of Clerical Officer II grade AD 3 or in a Comparable position for a minimum period of three (3) years;
- iv. Proficiency in Computer applications; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

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

4. ARTISAN I, GRADE AD 4 – SEVEN (7) POSITIONS

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. National Trade Test II Certificate in the area of specialization from National Industrial Training Authority or equivalent qualification for a recognized institution;
- ii. Served in the grade of Artisan II Grade AD 3 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

Duties and responsibilities at this level will entail:

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



Kibabii University ISO 9001:2015 Certified
Knowledge for Development

5. OFFICE ASSISTANT II, GRADE AD 3 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have:

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

Duties and responsibilities

Duties and responsibilities at this level will entail:

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

6. ARTISAN III, GRADE AD 2 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. National Trade Test III certificate in the area of specialization from National Industrial Training Authority or equivalent qualification from a recognized institution; and
- ii. Served in the grade of Artisan IV Grade AD 1 or in a comparable position for a minimum period of three (3) years; and
- iii. Proficiency in computer applications.

Duties and responsibilities

Duties and responsibilities will entail: -

- i. Carrying out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works;
- ii. Perform basic repair and maintenance of facilities;
- iii. Making and maintaining woodworks in buildings and other structures;
- iv. Making and repairing furniture;



- v. Carrying out routine checks for repairs and maintenance of water and drainage system;
- vi. Supervising repairing and maintaining water supply systems;
- vii. Monitoring and regulating usage of water;
- viii. Carrying out routine checks for repairs and maintenance of electrical equipment;
- ix. Making requisitions for materials;
- x. Installing, maintaining and operating electrical equipment;
- xi. Repairing and maintaining electrical works;
- xii. Testing electrical equipment for proper operation;
- xiii. Observing safety measures; and
- xiv. Interpreting drawings.

7. ARTISAN IV, GRADE AD 1 – FIVE (5) POSITIONS

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. National Trade Test III Certificate in the area of specialization from National Industrial Training Authority or equivalent qualification for a recognized institution;
- ii. Proficiency in Computer applications; and
- iii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

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

8. OFFICE ASSISTANT IV, GRADE AD 1 – THREE (3) POSITIONS

Requirements for Appointment

For appointment to this grade, a candidate must have:



Date: 11th October, 2024

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D- (Minus) or equivalent qualification from a recognized institution; and
- ii. Proficiency in Computer applications.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Collecting and delivering office items, documents, mail, parcels and postage;
- ii. Carrying out photocopying and document binding;
- iii. Preparing tea and serving officers;
- iv. Maintaining general cleanliness around the area of deployment, collection and disposal of litter;
- v. Moving and arranging office equipment and furniture;
- vi. Locking and opening office premises; and
- vii. Ensuring proper sanitation.

9. COOK IV, GRADE AD 1 – ONE (1) POSITION

Requirements for Appointment

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

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

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

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



Date: 11th October, 2024

Terms and Conditions

In accordance with Kibabii University Charter and Statutes, successful candidates shall hold office **on permanent and pensionable terms** subject to satisfactory performance in accordance with the terms and conditions of service as approved by University Council from time to time.

How to Apply

ONLY Kibabii University staff on Contract Terms are required to apply for advertised positions. **Note that these are not promotional positions.** Each application shall be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.

A letter of recommendation from the Chairperson/Head of Department on the applicant's professional experience and character in general should be sent to the address below.

All applications 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

Applications must be submitted on or before **Friday 1st November, 2024** and be addressed to:

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

OR

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

Please Note:

- i. Kibabii University is an equal opportunity employer. **WOMEN, MARGINALIZED AND PERSONS LIVING WITH DISABILITY** are encouraged to apply.
- ii. The University does not charge any fee for the whole recruitment and selection exercise.
- iii. Any form of canvassing will lead to automatic disqualification of the applicant.
- iv. Only shortlisted candidates will be contacted.



Kibabii University ISO 9001:2015 Certified
Knowledge for Development