



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 the Kibabii University Charter, 2015 and Kibabii University Statutes 2023, the University invites applications from suitably qualified applicants for the following vacant positions:

TEACHING POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Tutorial/Junior Research Fellow (Human Resource Management)	AC 11	KIBU/ACA/18/2024	1
Sub-total				1
ADMINISTRATIVE POSITIONS				
1.	Senior Legal Officer I	AD 13	KIBU/ADM/15/2024	1
2.	Technologist III	AD 9	KIBU/ADM/16/2024	1
3.	Supply Chain Management Officer III	AD 8	KIBU/ADM/17/2024	1
4.	Games and Sports Officer III	AD 8	KIBU/ADM/18/2024	1
5.	Assistant Office Administrator I	AD 7	KIBU/ADM/19/2024	1
Sub-total				5
Grand Total				6

Approved

 14/10
 2024



Date: 11th October, 2024

A. TEACHING POSITIONS

1. TUTORIAL/JUNIOR RESEARCH FELLOW, GRADE AC 11 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate 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

Duties and responsibilities at this level will entail:

- i. Lecturing in area of specialization in accordance with the curriculum up to Bachelors 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 POSITIONS

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

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in Law (LLB) from a recognized institution;
- ii. Served in the grade of Senior Legal Officer II Grade 12 or in a comparable position for a minimum period of three (3) years;
- iii. A valid Practicing Certificate from Law Society of Kenya;
- iv. Been an Advocate of the High Court of Kenya;
- v. Diploma in Law from Kenya School of Law;
- 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;
- viii. Registered with relevant professional body; and
- ix. Demonstrated outstanding professional competence in legal work as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- 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. Maintain 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; and
- xiv. Preparing work plans and budgets for the legal Services.

2. TECHNOLOGIST II, GRADE AD 9 – ONE () POSITION

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 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

Duties and Responsibilities at this level will entail:-

- i. Conducting practicals to 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
- ix. the area of specification;
- x. Preparing the budget for laboratory operations and equipment;
- xi. Ordering and maintaining records of supplies (consumables);
- xii. Ensuring laboratory equipment are secure and accessible; and
- xiii. Supervising and training staff engaged in laboratory work.



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3. SUPPLY CHAIN MANAGEMENT OFFICER III, GRADE AD 8 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines:- Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management or equivalent qualification from a recognized institution;
- ii. Certificate in computer applications from a recognized institution;
- iii. Must be registered with relevant professional body; 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. Processing purchase requisition;
- ii. Providing input in preparing specifications;
- iii. Inviting quotations;
- iv. Providing input in tender opening and evaluation;
- v. Carrying out market surveys and research for prices of goods and services;
- vi. Opening and evaluating quotations;
- vii. Processing of purchase orders;
- viii. Conducting inspections of goods and services;
- ix. Recommending stores requisitions for issuing;
- x. Monitoring the movement of stores;
- xi. Checking and verifying issue notes and invoices;
- xii. Receiving and processing suppliers' invoices for payment;
- xiii. Preparing of periodic stores returns;
- xiv. Establishing appropriate re-order level;
- xv. Preparing requisitions for stocks replenishment;
- xvi. Participating in stock taking and reconciliation of record; and
- xvii. Complying with Procurement Regulations.

4. GAMES AND SPORTS OFFICER II, GRADE AD 8 – ONE (1) POSITION

Requirements for Appointment

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

- i. Bachelor's degree in Physical Education or equivalent qualification from a recognized institution; and
- ii. Certificate in Computer Applications from a recognized institution.



Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Coaching, identifying individual talent, preparing teams in their sport activities of specialization;
- ii. Advising on development and use of local facilities and equipment;
- iii. Organizing sports competition at Faculty level in conjunction with relevant sports associations; and
- iv. Requisitioning of coaching equipment in respect of swimming/gymnasium from sports store

5. ASSISTANT OFFICE ADMINISTRATOR I, GRADE AD 7 – ONE (1) POSITION

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) Office Practice II;
 - e) Commerce II;
 - f) Secretarial Duties II;
 - g) Office Management III/Office Administration and Management III;
- ii. Served in the grade of Assistant Office Administrator 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

Duties and responsibilities at this level entail: -

- 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;



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- 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.

Terms and Conditions

In accordance with Kibabii University Charter and Statutes, successful candidates shall hold office **on contract terms for Tutorial Fellows and permanent and pensionable terms for Administrative positions** 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 Permanent, Contract, Internship and Part-time terms are required to apply for advertised positions. Each application shall be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates, national identity card or passport, testimonials, appointment letters 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**



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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