



KIBABII UNIVERSITY

EXTERNAL 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.	Lecturer/Research Fellow (Strategic Management)	AC 12	KIBU/ACA/13/2024	1
2.	Tutorial/Junior Research Fellow (Religion)	AC 11	KIBU/ACA/14/2024	1
3.	Tutorial/Junior Research Fellow (Criminology)	AC 11	KIBU/ACA/15/2024	1
4.	Tutorial/Junior Research Fellow (Midwifery) (Re-advertisement)	AC 11	KIBU/ACA/16/2024	1
Sub-total				4
ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Chief Supply Chain Management Officer (Re-advertisement)	AD 15	KIBU/ADM/10/2024	1
2.	Dean of Students (Re-advertisement)	AD 15	KIBU/ADM/11/2024	1
3.	Senior Accountant	AD 13	KIBU/ADM/12/2024	1
4.	Assistant Games and Sports Officer III – Re-advertisement	AD 5	KIBU/ADM/13/2024	1
5.	Driver I- Re advertisement	AD 4	KIBU/ADM/14/2024	2
Sub-total				6
Grand Total				10



A. TEACHING POSITIONS

1. LECTURER/RESEARCH FELLOW, GRADE AC 12 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate 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. 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); 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. 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.

2. TUTORIAL/JUNIOR RESEARCH FELLOW, GRADE AC 11 – THREE (3) POSITIONS

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. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER III, GRADE AD 15 – ONE (1) POSITION

Requirements for Appointment

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

- i. At least fifteen (15) years' cumulative relevant work experience, three (3) of which should have been at the grade of Deputy Chief Supply Chain Management Officer, Grade AD 14 or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognized institution;
- iv. A valid practicing License from Kenya Institute of Supply Management;
- v. Registered by Kenya Institute of Supplies Management (KISM) or relevant professional body;
- vi. Certificate in Leadership course lasting not less than four (4) weeks from a recognized institution will be an added advantage;
- vii. Proficiency in computer applications;
- viii. Fulfilled the requirements of Chapter Six of the Constitution;
- ix. Demonstrated professional competence and managerial capability as reflected in work performance and results; and
- x. Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in supply chain management function.



Duties and Responsibilities

Duties and responsibilities will entail: -

- i. Formulating and reviewing procurement policies, strategies, regulations and procedures;
- ii. Planning, organizing and coordinating Supply Chain Management Functions;
- iii. Overseeing purchasing, and control of materials;
- iv. Ensuring proper interpretation of procurement policies, regulations and procedures;
- v. Spearheading the preparation and implementation of the Procurement manual and templates;
- vi. Coordinating internal auditing and evaluation of supply chain management processes;
- vii. Overseeing periodic valuation of the Organization's assets;
- viii. Initiating disposal of unserviceable, obsolete and surplus stores and equipment;
- ix. Monitoring and evaluating suppliers' performance;
- x. Ensuring periodic market research and surveys of goods and services;
- xi. Negotiating major procurement contracts;
- xii. Overseeing implementation and effective use of e-Procurement system;
- xiii. Coordinating preparation and consolidating Procurement budgets and plans;
- xiv. Ensuring compliance with all regulatory requirements and ethical standards relating to Procurement of goods, services and works;
- xv. Ensuring timely Procurement of goods, services and works;
- xvi. Overseeing safe Custody of procured goods;
- xvii. Liaising with suppliers to ensure that all queries are dealt with;
- xviii. Initiating periodic stock taking and stock audit;
- xix. Secretary to Procurement, Disposal and Tender Committees;
- xx. Managing and developing staff;
- xxi. Coordinating implementation and Monitoring of Procurement and Disposal Plans;
- xxii. Overseeing preparation of statutory reports;
- xxiii. Conducting training needs assessment;
- xxiv. Overseeing performance contract reporting;
- xxv. Deployment of staff in liaison with the Vice Chancellor;
- xxvi. Giving recommendations and professional opinion to the Vice Chancellor on award of tenders and disposal; and
- xxvii. Ensuring compliance with the Public Procurement Law.

2. DEAN OF STUDENTS, GRADE AD 15 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. At least fifteen (15) years cumulative work experience, three (3) of which should be in the Grade of Deputy Dean of Students Grade AD 14 or its equivalent;



- ii. Bachelor's Degree in Education, Psychology, Social Sciences or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education, Psychology, Social Sciences or equivalent qualification from a recognized institution;

OR

- PhD in Education, Psychology, Social Sciences or equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership/Governance Course lasting not less than six (6) weeks will be an added advantage;
- v. Registration with a relevant professional body;
- vi. Proficiency in computer applications; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Liaising with other service Departments that affect Housing, Health, Catering, Sports and Welfare of students including Guidance, Counselling and Wardenship;
- ii. Advising the Students Association in matters concerning its functions and regulate expenditure of its finances;
- iii. Administering the Students' Organization of Kibabii University (SOKU) elections and to oversee a smooth transition from one outgoing Student Council to a new one;
- iv. Arranging in conjunction with the students' organization various types of entertainment for students and coordinate all other cultural activities and co-curricular activities;
- v. Processing students' non-academic disciplinary cases them in consultation with the Deputy Vice-Chancellor (Academics and Students Affairs) for the Students Disciplinary Committee;
- vi. Supervising and coordinating all students' publications and newspapers, maintain a communication link (dialogue) between the University Management and the students through their organization;
- vii. Helping in clearing students leaving/entering the country to/from other countries in conjunction with the Ministry in charge of Education and other relevant Government Agencies;
- viii. Planning, preparing and directing students' welfare activities;
- ix. Keeping in safe custody all SOKU equipment and maintain records for them; and
- x. Overseeing the management of students' Centre facilities.

3. SENIOR ACCOUNTANT, GRADE AD 13 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate 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. Served in the grade of Accountant I Grade AD 12 or in a comparable position for a minimum period of three (3) years;
- iv. Passed CPA III /ACCA III from a recognized institution;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- vi. Be a member of recognized professional body in good standing; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Interpreting, advising and coordinating implementation of government financial policies, regulations and procedures;
- ii. Spearheading the formulation and review of financial management and accounting procedures;
- iii. Preparing annual financial statements and quarterly reports;
- iv. Ensuring compliance with public sector and donor financial reporting guidelines;
- v. Preparing and implementation of financial manuals and procedures;
- vi. Authorizing payments;
- vii. Ensuring compliance with expenditure limits;
- viii. Reviewing the applications of accounting standards and systems;
- ix. Monitoring and ensuring timely production of management and statutory financial reports;
- x. Instituting accounting and internal control procedures;
- xi. Formulating financial management procedures;
- xii. Ensuring that all donor and government grants are accounted for appropriately;
- xiii. Preparing, planning and coordinating external audit; and
- xiv. Approving all correcting journal entries prepared by accountants.

4. ASSISTANT GAMES AND SPORTS OFFICER III, GRADE AD 5 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in either Sports; Physical Education or any other sports discipline from a recognized institution;
- ii. Kenya Certificate of Secondary Education mean grade D+ (Plus) with at least two (2) science subjects or their equivalent passes in either English or Kiswahili; and
- iii. Certificate in Computer Applications from a recognized institution.



Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Coaching of students under supervision of a senior officer;
- ii. Supervising of teams during training and match days;
- iii. Developing training programme for respective teams;
- iv. Liaising with other sports coaches in order to increase participation and performance;
- v. Treating swimming pool water;
- vi. Maintaining the playground to the required standards;
- vii. Monitoring athletics track or cleaning/polishing the gymnasium arena; and
- viii. Keeping safe custody of the tools and chemicals.

5. DRIVER I, GRADE AD 4 – TWO (2) POSITIONS

Requirements for Appointment

For appointment to this grade, a candidate must have:

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

Terms and Conditions

In accordance with Kibabii University Charter and Statutes, successful candidates shall hold office for a period indicated below subject to satisfactory performance in accordance with the terms and conditions of service as approved by University Council from time to time:

S/No.	Position	Tenure
1.	Lecturer, Senior Accountant, Assistant Games and Sports, Driver	Permanent Terms
2.	Tutorial Fellow	One-year contract
3.	Chief Supply Chain Management Officer, Dean of Students,	Five-years contract

How to Apply

Each application shall be accompanied by detailed curriculum vitae with 3 referees, copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.

Successful applicants shall be required to submit the following documents:-

- i. Clearance from the Kenya Revenue Authority;
- ii. Clearance from the Higher Education Loans Board;
- iii. Clearance from the Ethics and Anti-Corruption Commission;
- iv. Clearance from a Credit Reference Bureau;
- v. Criminal Investigation Department - (Certificate of Good Conduct);

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

- 1. Six (6) hard Copies; and
- 2. Electronic scanned copy in PDF format (as one running document) to be sent to the following e-mail recruitment@kibu.ac.ke by **5pm EAT Tuesday 19th November, 2024.**

The Six (6) hard Copies must be submitted on or before **Tuesday 19th 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 306**



**Kibabii University ISO 9001:2015 Certified
Knowledge for Development**

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.

