



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 (Biomedical Sciences) (<i>Re-advertisement</i>)	AC 12	KIBU/ACA/01/2025	1
2.	Tutorial/Junior Research Fellow (Kiswahili)	AC 11	KIBU/ACA/02/2025	1
Sub-total				2
ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Senior Accountant (<i>Re-advertisement</i>)	AD 13	KIBU/ADM/01/2025	1
Sub-total				1
Grand Total				3

A. TEACHING POSITIONS

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

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. PhD in Biomedical Sciences or equivalent degree qualification in the relevant area from a recognized/accredited University;
- ii. MSc in Biomedical Sciences or equivalent degree qualification in the relevant area from a recognized/accredited University;
- iii. A minimum of twenty four (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

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 (KISWAHILI), GRADE AC 11 – ONE (1) POSITION

The Ken Walibora Tutorial Fellowship is an academic position that will be offered to a Kiswahili scholar who meets the following requirements, besides the general minimum requirements for a Tutorial Fellow position:

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Master's degree in Kiswahili or equivalent degree qualification in the relevant area from a recognized/accredited University;
- ii. Bachelor of Education Arts or equivalent degree qualification in the relevant area from a recognized/accredited University - should have studied Kiswahili as one of the options at undergraduate level;
- iii. Be registered or registerable with the relevant professional body (*where applicable*);
- iv. Be duly registered for PhD in Kiswahili studies degree at Kibabii University;
- v. Be willing to undertake research specific to Ken Walibora's literary works and his philosophy;
- vi. Submit a concept note on the work(s) of Ken Walibora along with the application; and
- vii. Kibabii University alumni will have an added advantage.

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 POSITION

1. 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. Overseeing preparation of annual financial statements;
- iv. Ensuring compliance with public sector and donor financial reporting guidelines;
- v. Overseeing preparation 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.

Terms and Conditions

In accordance with Kibabii University Charter and Statutes, successful candidates for the positions of **Lecturer/Research Fellow** and **Senior Accountant** 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. **Tutorial/Junior Research Fellow shall hold office for a period of one (1) year** contract renewable subject to satisfactory performance.

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; and
- 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 Friday 21st March, 2025**.

The Six (6) hard Copies must be submitted on or before **Friday 21st March, 2025** 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**

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.

