



KIBABII UNIVERSITY

INTERNAL ADVERTISEMENT FOR ACADEMIC AND ADMINISTRATIVE VACANCIES

Pursuant to Part V Section 35 of the Universities Act 2012, Part IV Section 23 of Kibabii University Charter, 2015 and Kibabii University Statutes 2021, the University invites applications from suitably qualified applicants for the following positions:

S/N	Designation	Grade	Advert No	No. of Posts
Academic Position				
1.	Associate Professor (Human Resource Management)	AC 14	KIBU/ACA/51/2025	1
Administrative Positions				
2.	Senior Supply Chain Management Officer I	AD 10	KIBU/ADM/53/2025	1
3.	Supply Chain Management Assistant II	AD 6	KIBU/ADM/54/2025	1
4.	Clerical Officer I	AD 6	KIBU/ADM/55/2025	1
5.	Senior Waiter/Waitress	AD 5	KIBU/ADM/56/2025	2
6.	Janitor I	AD 5	KIBU/ADM/57/2025	1
Total				7

A: TEACHING POSITION

1. ASSOCIATE PROFESSOR, GRADE AC 14 - ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. PhD or equivalent Doctorate degree from an accredited and recognized University in the relevant field;
- ii. Served in the grade of Senior Lecturer/Senior Research Fellow or in a comparable position for a minimum period of three (3) years;
- iii. A minimum of forty-eight (48) publication points as a Lecturer or equivalent of which thirty-two (32) should be from refereed scholarly journals;
- iv. Supervised at least four (4) postgraduate students to completion, including one doctoral student;
- v. Attracted research or development funds as a Senior Lecturer/Senior Research Fellow;
- vi. Registered with a relevant professional body (*where applicable*); and
- vii. Demonstrated merit and ability as reflected in work performance, leadership and results.

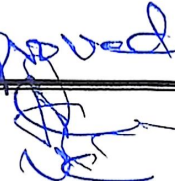
Duties and Responsibilities

- i. Lecturing specific units of specialization in accordance with the curriculum;
- ii. Setting, invigilating and marking examination/assignments;
- iii. Preparing students progress reports;



Kibabii University ISO 9001:2015 Certified
Knowledge for Development

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- iv. Coordinating research and training activities;
- v. Providing specialized inputs in lecturing, training modules and curriculum development;
- vi. Presenting academic papers in conferences/seminars/workshops or symposia;
- vii. Providing consultancy work with a view to producing learning /teaching materials;
- viii. Coordinating of courses, projects and practical work;
- ix. Developing proposals to attract research grants.
- x. Writing journal articles and books;
- xi. Peer-reviewing of publications in academic journals;
- xii. Developing and reviewing academic programmes/curricula;
- xiii. Supervising Senior Lecturers, Lecturers, Tutorial/Junior Research Fellows and students;
- xiv. Providing academic and administrative leadership and mentorship programmes;
- xv. Community engagement; and
- xvi. Develop linkages and collaborations for student exchange programs.

B. ADMINISTRATIVE POSITIONS

1. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER I GRADE AD 10, ONE (1) POSITION)

Requirements for Appointment

For appointment to this grade, an officer 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. Served in the grade of Supply Chain Management Officer II Grade 9 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in computer application skills from a recognized institution;
- iv. Must be registered with relevant professional body; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Ensuring efficient and proper organization and management of Supply Chain Management services;
- ii. Sourcing for suppliers through request for quotations;
- iii. Preparing local purchase order and ensure timely delivery of goods, services and works;
- iv. Implementing provision of the Procurement manual;
- v. Conducting market research and surveys of goods and services;
- vi. Providing input in preparing specifications;
- vii. Ensuring safe Custody of stores;
- viii. Identifying unserviceable, obsolete and surplus stores and equipment for disposal; and
- ix. Issuing of stores to users.



2. SUPPLY CHAIN MANAGEMENT ASSISTANT II, GRADE AD 6 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Diploma in any of the following disciplines: - Purchasing and Supplies Management or Supply Chain Management or any other equivalent qualification from a recognized institution;
- ii. Level 3 CIPS Advanced certificate in purchasing and supplies or equivalent;
- iii. Served in the grade of Supply Chain Management Assistant III Grade 5 or in a comparable position for a minimum period of three (3) years;
- iv. Certificate in computer applications from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Duties and responsibilities at this level will entail:
- ii. Receiving and issuing of stores;
- iii. Preparing and maintaining stores records;
- iv. Supervising attendants in the store and vehicle loading/unloading operations;
- v. Stocktaking and reconciliation;
- vi. Safe custody, coding and cleanliness of stores;
- vii. Proper preservation of stores;
- viii. Maintaining stores record' and
- ix. Performing any other duties assigned to you by Head of Department.

3. CLERICAL OFFICER I, GRADE AD 6 – ONE (1) POSITION

Requirements for Appointment

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

- i. Cumulative service period of nine (9) years' work relevant experience, three (3) of which should have been at the grade of Clerical Officer I or in a comparable position;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or equivalent qualification from a recognized institution;
- iii. Certificate in a relevant area lasting not less than six (6) months from an accredited institution.
- iv. Proficiency in computer applications; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinating clerical work in a section;
- ii. Inducting newly appointed clerical officers;
- iii. Compiling and computing financial or statistical records from sources of data;
- iv. Validating compiled data and records for accuracy and reporting;
- v. Verifying digitized records for accuracy;
- vi. Ensuring implementation of decisions by relevant committees;
- vii. Processing documents;
- viii. Ensuring stores, records and equipment inventory are well maintained;



- ix. Preparing estimate for expenditure on general office services; and
- x. Ensuring proper maintenance of filing system; and,
- xi. Coaching and mentoring clerical staff.

4. SENIOR WAITER/WAITRESS, GRADE AD 6 – TWO (2) POSITIONS

Requirements for Appointment

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

- i. Craft Certificate in Food and Beverage; Sales and Service or its equivalent from a recognized institution;
- ii. Served in the grade of Waiter I/Waitress I Grade 4 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Application Skills from a recognized institution;
- iv. Valid Certificate of Health for food Handlers; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Taking orders and serving food and beverages;
- ii. Ensuring tables and counters are set;
- iii. Ensuring tables are cleared;
- iv. Allocating duties to waiters;
- v. Ensuring high standards of restaurant hygiene and food hygiene are maintained;
- vi. Preparing meeting rooms;
- vii. Making menu recommendations; and
- viii. Supervising and training all staff working under him/her.

5. JANITOR I, GRADE AD 5 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer must: -

- i. Cumulative service period of six (6) years relevant work experience, three (3) should have been at the grade of Housekeeper Attendant II or in a comparable position;
- ii. Certificate in any of the following Courses: - Catering and Hotel Management, Housekeeping and Front Office Management, Housekeeping and Laundry or equivalent qualification lasting not less than six (6) months from a recognized and accredited institution;
- iii. Proficiency in Computer applications; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assisting in setting up conferencing facilities;
- ii. Carrying out general cleaning;
- iii. Spreading beds;
- iv. Operating laundry equipment;
- v. Washing cleaning materials and equipment;



- vi. Maintaining cleaning equipment; and
- vii. Dusting and cleaning rooms, windows and corridors.

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

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.
2. Electronic scanned copy in PDF format (as one running document) to be sent to the following e-mail recruitment@kibu.ac.ke by **Friday 15th August, 2025 by 5.00 p.m.**

The Three (3) hard Copies should 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**

Note: Kibabii University is an equal opportunity employer. Women, marginalized and persons living with disability are encouraged to apply.

