



KIBABII UNIVERSITY

INTERNAL ADVERTISEMENT FOR 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/No	Designation	Grade	Advert No	No. of Posts
1.	Technologist III	AD 8	KIBU/ADM/68/2025	1
2.	Artisan I	AD 4	KIBU/ADM/69/2025	2
3.	Artisan IV	AD 1	KIBU/ADM/70/2025	3
Total				6

1. 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.

Approved,



*23/07
2025*

2. ARTISAN I, GRADE AD 4 – TWO (2) 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

3. ARTISAN IV, GRADE AD 1 – THREE (3) 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.

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 8th August, 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.



