



## KIBABII UNIVERSITY

### EXTERNAL 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:

#### ADMINISTRATIVE POSITIONS

S/No	Designation	Grade	Advert No	No. of Posts
1.	Administrative Assistant II	AD 8	KIBU/ADM/01/2026	4
2.	Artisan IV (Carpenter)	AD 1	KIBU/ADM/02/2026	1
3.	Office Assistant IV	AD 1	KIBU/ADM/03/2026	2
<b>Total</b>				<b>7</b>

#### 1. ADMINISTRATIVE ASSISTANT II, GRADE AD 8 (FOUR POSITIONS)

##### Requirements for Appointment

For Appointment to this grade a candidate must have:

- i. Bachelor's degree in Education, Public Administration, Human Resource Management, Business Administration or any other Social Science/relevant degree from a recognized institution; and
- ii. Certificate in Computer Applications from a recognized institution.

##### Duties and Responsibilities

This is the entry grade for this cadre. Work at this level will be carried out under supervision and guidance of a senior officer. Specific duties and responsibilities at this level will entail:

- i. Collecting and compiling data for use in University examination;
- ii. Collecting and compiling data and student admissions and other related records;
- iii. Compiling record of students disciplinary cases;
- iv. Offering secretariat services to meetings;
- v. Data entry and analysis;
- vi. Collating and compiling data for use for academic programmes and teaching facilities; and
- vii. Carry out staff data management for department;
- viii. Prepare departmental reports, conference reports, training reports for onward submission for action by management;

*Approved*



- ix. Ensure that personnel registry, central/general registry and mail registry operate effectively; and
- x. Organize inductions/orientations, seminars and workshops for staff and keep all relevant parties in the division informed.

## 2. ARTISAN IV (CARPENTER) GRADE AD 1– ONE (1) POSITION

### Requirements for Appointment

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

- i. Certificate in Mechanical, Electrical, Building Construction, Water from a recognized institution;
- ii. National Trade Test III certificate in the area of specialization from National Industrial Training Authority or equivalent qualification from a recognized institution; and
- iii. Proficiency in computer applications.

### Duties and Responsibilities

This is the entry grade into this cadre. Work at this level will be carried out under close supervision and guidance of a senior officer. Duties and responsibilities will entail: -

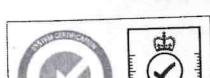
- i. Carrying out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works;
- ii. Perform basic repair and maintenance of facilities;
- iii. Making and maintaining woodworks in buildings and other structures;
- iv. Making and repairing furniture;
- v. Carrying out routine checks 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.

## 3. OFFICE ASSISTANT IV, GRADE AD 1 - 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 (Plain) or equivalent qualification from a recognized institution; and
- ii. Certificate in a relevant field from a recognized institution.



## Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under supervision and guidance of a designated officer. Duties and responsibilities at this level will entail: -

- i. Collecting and delivering office items, documents, mail, parcels and postage;
- ii. Carrying out photocopying and document binding;
- iii. Maintaining general cleanliness around the area of deployment, collection and disposal of litter;
- iv. Moving and arranging office equipment and furniture;
- v. Locking and opening office premises; and
- vi. Ensuring proper sanitation

## 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 with three (3) referees, certified 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.

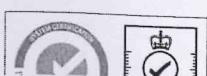
All applications should be clearly marked with the referenced number of the advertised position and submitted as follows:

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](mailto:recruitment@kibu.ac.ke) by **Friday, 20<sup>th</sup> February, 2026 by 5.00 p.m.**

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**



**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.

