

25th March, 2026



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 (Midwifery)	AC 12	KIBU/ACA/01/2026	1
2.	Lecturer/Research Fellow (Medical Physiology /HumanAnatomy/ Medical Surgical Nursing)	AC 12	KIBU/ACA/02/2027	1
Sub-total				2
ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Accountant I,	AD 12	KIBU/ADM/04/2026	1
2.	ICT Officer III	AD 8	KIBU/ADM/05/2026	1
3.	Assistant Supply Chain Management Officer	AD 5	KIBU/ADM/06/2026	1
4.	Driver I	AD 4	KIBU/ADM/07/2026	2
Sub-total				5
Grand Total				7

A. TEACHING POSITIONS

1. LECTURER/RESEARCH FELLOW, GRADE AC 12 – TWO (2) POSITIONS

Requirements for Appointment

For appointment to this grade, a candidate must have:

- PhD or equivalent degree qualification (*or a Master's degree qualification in special cases*) in the relevant area from a recognized/accredited University;
- A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers;



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- 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 the 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 a relevant field or specialization;
- vi. Preparing students' progress reports;
- vii. Developing proposals for research funding;
- viii. Writing journal articles, books and modules;
- 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.

B. ADMINISTRATIVE POSITIONS

1. ACCOUNTANT I, GRADE AD 12 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer 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 II, Grade 11 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 Computer Applications from a recognized institution;
- vi. Be a member of a recognized professional body; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

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Duties and Responsibilities

- i. Implementing financial policies and regulations;
- ii. Coordinating management accounting and preparation of financial statements;
- iii. Ensuring implementation of financial controls and regulations;
- iv. Authorizing payments within the prescribed limits;
- v. Coordinating preparation of financial and accounting work plans and budgets;
- vi. Ensuring consolidation of cash flow projections;
- vii. Monitoring implementation of accounting standards and systems;
- viii. Ensuring timely provision of accounting financial reports;
- ix. Compiling and maintaining inventory of all bank accounts and approved signatures;
- x. Interpreting financial policies, regulations and procedures;
- xi. Ensuring invoicing and accounting of University services;
- xii. Maintaining and Updating of accounting records
- xiii. Reconciling creditors, and debtors' accounts;
- xiv. Facilitate payroll and personnel payments;
- xv. Ensuring that all payments are within the approved University budgetary provisions;
- xvi. Monitoring and reviewing of inventory transactions;
- xvii. Supervising the updating and maintenance of fixed assets;
- xviii. Providing input in the preparation of management and financial reports;
- xix. Ensuring that all donor grants are accounted for appropriately; and
- xx. Providing input in the preparation, planning and coordination of external audits.

2. ICT OFFICER 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 a professional qualification; and
- iii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. 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, assisting the webmaster in installing new web content and upgrading the old websites and its associated software and tools and installing new software;
- iv. Ensuring that the website main domain and sub domain available and functional;



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- v. Providing user support in the operation and maintenance of computer hardware, uninterruptible 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.

3. ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER, GRADE AD 5 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate 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;
OR
Level 3 CIPS advanced certificate in Purchasing and Supplies or equivalent;
- ii. Kenya Certificate of Secondary Education KCSE mean grade C- (Minus) or its equivalent qualification from a recognized institution; and
- iii. 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 the supervision of a Senior Officer. Duties and responsibilities at this level will entail:-

- i. Issuing/receiving of stores;
- ii. Preparing and maintaining stores records;
- iii. Supervising warehouse attendants;
- iv. Stocktaking and reconciliation;
- v. Custodian of Stores;
- vi. Proper preservation of stores; and
- vii. Maintaining store records.

4. 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) ABCE 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 the Automobile Association (AA) of Kenya or its equivalent qualifications from a recognized institution;



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- 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 **on Permanent and Pensionable terms** subject to satisfactory performance in accordance with the terms and conditions of of service as approved by University Council from time to time:

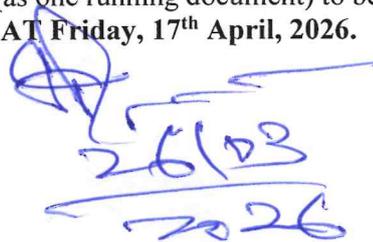
How to Apply

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.

Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).

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, 17th April, 2026.


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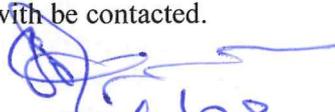
The Six (6) hard Copies must be submitted on or before **Friday, 17th April, 2026** and be addressed to:-

**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:

- Kibabii University is an equal opportunity employer. **WOMEN, MARGINALIZED AND PERSONS LIVING WITH DISABILITY are encouraged to apply.**
- The University does not charge any fee for the whole recruitment and selection exercise.
- Any form of canvassing will lead to automatic disqualification of the applicant.
- Only shortlisted candidates will be contacted.


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