

Date: 25<sup>th</sup> March, 2026



**KIBABII UNIVERSITY**  
**INTERNAL ADVERTISEMENT FOR 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 2021, the University invites applications from suitably qualified applicants for the following vacant positions.

ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Supply Chain Management Officer III	AD 8	KIBU/ADM/08/2026	1
2.	Hospitality Officer III	AD 8	KIBU/ADM/09/2026	1
<b>TOTAL</b>				<b>2</b>

**1. SUPPLY CHAIN MANAGEMENT OFFICER III, GRADE AD 8 – ONE (1) POSITION**

**Requirements for Appointment**

For appointment to this grade, a candidate must have:

- 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;
- Certificate in computer applications from a recognized institution;
- Must be registered with relevant professional body; and
- Demonstrated merit and ability as reflected in work performance and results.

*Approved*  
*[Signature]*  
*26/03*  
*2026*



**Kibabii University ISO 9001:2015 Certified**  
**Knowledge for Development**

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## Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Processing purchase requisition;
- ii. Providing input in preparing specifications;
- iii. Inviting quotations;
- iv. Providing input in tender opening and evaluation;
- v. Carrying out market surveys and research for prices of goods and services;
- vi. Opening and evaluating quotations;
- vii. Processing of purchase orders;
- viii. Conducting inspections of goods and services;
- ix. Recommending stores requisitions for issuing;
- x. Monitoring the movement of stores;
- xi. Checking and verifying issue notes and invoices;
- xii. Receiving and processing suppliers' invoices for payment;
- xiii. Preparing of periodic stores returns;
- xiv. Establishing appropriate re-order level;
- xv. Preparing requisitions for stocks replenishment;
- xvi. Participating in stock taking and reconciliation of record; and
- xvii. Complying with Procurement Regulations.

## 2. HOSPITALITY OFFICER III, GRADE AD 8

### Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: - Hotel and Hospitality Management; Hotel and Catering Management; Hospitality and Institutional Management, Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- ii. Refresher Certificate in Supervisory Management Course from a recognized institution;
- iii. Valid Certificate of Health for food Handlers; and
- iv. Certificate in Computer Applications skills from a recognized institution.

### 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 at this level will entail: -

- i. Preparing of menus, their costing and food delivery;
- ii. Supervising of cleanliness of catering and hostel facilities;
- iii. Managing of laundry facilities;
- iv. Maintaining of linen, furniture and beddings;
- v. Keeping proper records of catering and hostel stores/inventory; and
- vi. Receipting and storing and issuing of foodstuffs and sundries.



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## Terms and Conditions

### How to Apply

**ONLY Kibabii University staff** on permanent and pensionable terms and contract terms are required to apply for advertised 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 applicants 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](mailto:recruitment@kibu.ac.ke)

Applications must be submitted on or before **Friday 17<sup>th</sup> 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.

*Handwritten signature and date:*  
26/03  
2026



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