

23rd April, 2026



KIBABII UNIVERSITY

INTERNAL 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 2021, the University invites applications from suitably qualified applicants for the following vacant positions:

The applicants **MUST**:

- i. Be employees of Kibabii University either on **Permanent & Pensionable terms** or **Contract Terms**;
- ii. Have served in their current grade for a minimum period of **three (3) years**; and
- iii. Apply for only **one (1)** grade above their current grade.

TEACHING POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
SCHOOL OF EDUCATION (SOE)				
1.	Associate Professor (Educational Communication and Technology)	AC 14	KIBU/ACA/03/2026	1
2.	Associate Professor (Early Childhood Education (Development Psychology))	AC 14	KIBU/ACA/04/2026	1
3.	Senior Lecturer/Senior Research Fellow (Educational Planning and Management)	AC 13	KIBU/ACA/05/2026	1
4.	Senior Lecturer/Senior Research Fellow (Curriculum & Instructional Technology)	AC 13	KIBU/ACA/06/2026	1
5.	Senior Lecturer/Senior Research Fellow Education (Religious Studies Education)	AC 13	KIBU/ACA/07/2026	1
6.	Lecturer/Research Fellow (Kiswahili Methods)	AC 12	KIBU/ACA/08/2026	1
Sub-Total				6
FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)				
7.	Associate Professor (Population Geography)	AC 14	KIBU/ACA/09/2026	1
8.	Senior Lecturer/Senior Research Fellow (Media Studies)	AC 13	KIBU/ACA/10/2026	1
Sub-Total				2
FACULTY OF SCIENCE (FS)				
9.	Lecturer/ Research Fellow (Pure Mathematics)	AC 12	KIBU/ACA/11/2026	1
10.	Lecturer/ Research Fellow (Plant Pathology)	AC 12	KIBU/ACA/12/2026	1
Sub-Total				2



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SCHOOL OF COMPUTING AND INFORMATICS (SCAI)				
11.	Professor (Information Technology)	AC 15	KIBU/ACA/13/2025	1
12.	Senior Lecturer/ Senior Research Fellow (Computer Science)	AC 13	KIBU/ACA/14/2026	1
13.	Lecturer/Research Fellow (Information Technology)	AC 12	KIBU/ACA/15/2026	1
Sub-Total				3
Grand Total				13
ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Senior Administrative Assistant II	AD 10	KIBU/ADM/08/2026	1
2.	Senior Registered Clinical Officer I	AD 10	KIBU/ADM/09/2026	1
3.	Senior Assistant Pharmaceutical Technologist I	AD 10	KIBU/ADM/10/2026	1
4.	Senior Assistant Medical Laboratory Technologist II	AD 9	KIBU/ADM/11/2026	1
5.	Technologist III (Agriculture and Veterinary Science)	AD 8	KIBU/ADM/12/2026	1
6.	Senior Security Assistant	AD 5	KIBU/ADM/13/2026	1
7.	Senior Library Attendant	AD 5	KIBU/ADM/14/2026	2
8.	Artisan I (Plumber)	AD 4	KIBU/ADM/14/2026	1
Total				9
Grand Total				22

A. TEACHING POSITIONS

1. PROFESSOR, GRADE AC 15 – ONE (1) POSITION

Requirements for Appointment

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

- PhD or equivalent Doctoral degree from an accredited and recognized University in the relevant field;
- Served in the grade of an Associate Professor for a minimum period of three (3) years and with research experience;
- A minimum of sixty (60) publication points since attaining Associate Professorship or equivalent of which at least forty (40) should be from refereed scholarly journals;
- Supervised at least five (5) postgraduate students to completion, two (2) of whom must be doctoral students;
- Attracted research or development funds as an Associate Professor;
- Registered with a relevant professional body (where applicable); and
- Demonstrated merit and ability as reflected in work performance, leadership and results.

Duties and Responsibilities

- Lecturing specific units of specialization in accordance with the curriculum;
- Setting, invigilating and marking examination/assignments;
- Assessing student's performance and preparing students progress reports;
- Offering expertise in planning, directing, organizing and coordinating;



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- v. Providing academic and administrative leadership and mentorship programmes;
- vi. Coordinating research and training activities;
- vii. Providing specialized inputs in lecturing, designing and development, preparing of unit course and training materials;
- viii. Offering mentorship to Academic staff and students;
- ix. Presenting academic papers in seminars/workshops or symposia;
- x. Providing consultancy work and related research work;
- xi. Representing School, Faculty and Institute in different University fora within and without;
- xii. Offering expertise and review of the academic programmes/curricula;
- xiii. Supervising students' projects, field trips and placements;
- xiv. Coordinating of course, project and practical work;
- xv. Developing proposals to attract research grants and consultancies;
- xvi. Undertaking consultancy services and community engagement;
- xvii. Writing journal articles, books and book chapters;
- xviii. Peer-reviewing of grant proposals and publications to in academic journals; and
- xix. Developing linkages and collaborations for staff and student exchange programmes.

2. ASSOCIATE PROFESSOR, GRADE AC 14 – THREE (3) POSITIONS

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 Senior Lecturer/Senior Research Fellow 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 (1) doctoral student as a Senior Lecturer / Senior Research Fellow;
- 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;
- 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 and consultancies;
- x. Writing journal articles and books;
- xi. Peer-reviewing of grant proposals and 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. Developing linkages and collaborations for student exchange programs.



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3. SENIOR LECTURER/SENIOR RESEARCH FELLOW, GRADE AC 13 – FIVE (5) POSITIONS

Requirements for Appointment

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

- i. A PhD or equivalent degree qualification (*or a Master's degree qualification in special cases*) in the relevant area from recognized/accredited University;
- ii. Served in the grade of Lecturer/Research Fellow or in a comparable position for a minimum period of three (3) years or six (6) years research/industry experience;
- iii. A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which twenty-four (24) should be from refereed scholarly journals;
- iv. Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow;
- v. Been registered by the relevant Professional Body (*where applicable*); and
- vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Lecturing specific units of specialization in accordance with the curriculum;
- ii. Preparing students progress reports;
- iii. Carrying out research work in relevant field or specialization;
- iv. Conducting seminars/workshops or symposia;
- v. Coordinating of courses, projects and practical work;
- vi. Preparing teaching/learning materials;
- vii. Setting, invigilating and marking examination/assignments;
- viii. Developing proposals to attract research grants and consultancies;
- ix. Writing journal articles and books;
- x. Presenting academic papers in conferences/seminars/workshops or symposia;
- xi. Peer-reviewing of publications in academic journals;
- xii. Developing and reviewing academic programmes/curricula;
- xiii. Supervising Lecturers, Tutorial/Junior Research Fellows, and students;
- xiv. Developing linkages and collaborations for student exchange programs; and
- xv. Undertaking consultancy services and community engagement.

4. LECTURER/ RESEARCH FELLOW, GRADE AC 12 – FOUR (4) POSITIONS

Requirements for Appointment

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

Direct Appointment

- i. PhD or equivalent degree qualification (*or a Master's degree qualification in special cases*) in the relevant area from a recognized/accredited University;
- ii. A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers;
- iii. Be registered or registerable with the relevant professional body (*where applicable*);
- iv. Demonstrated potential for teaching and research; and
- v. Demonstrated merit and ability as reflected in work performance and results.



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

- i. PhD or equivalent degree qualification (*or a Master's degree qualification in special cases*) in the relevant area from a recognized/accredited University;
- ii. Served in the grade of Tutorial/Junior Research Fellow or in a comparable position for a minimum period of three (3) years;
- iii. A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers;
- iv. Be registered or registerable with the relevant professional body (*where applicable*); and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Lecturing in 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 relevant field or specialization;
- vi. Preparing students progress reports;
- vii. Developing proposals for research funding and consultancies;
- viii. Writing journal articles and books;
- 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 POSITION

1. SENIOR ADMINISTRATIVE ASSISTANT II, GRADE AD 10 – 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: Education, Human Resource Management, Business Administration or any other Social Science/relevant degree from a recognized institution with three (3) years' work experience in a relevant field;
OR
Bachelor's degree in the following disciplines: Education, Human Resource Management, Business Administration or any other Social Science from a recognized institution;
- ii. Served in the Grade of Senior Administrative Assistant II, Grade AD 10 or in a comparable position, for a minimum period of three (3) years;
- iii. CPS(III)/CHRM(III) or Postgraduate Diploma in a relevant field will be an added advantage;
- iv. Registered with relevant professional body; and
- v. Demonstrated competence and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Providing input in the preparation of academic reports;
- ii. Compiling, analyzing and interpreting statistical data on students admissions;
- iii. Providing input in developing guidelines on students discipline welfare Activities;
- iv. Compiling records for maintenance of students' data base;
- v. Issuing academic transcripts;
- vi. Dispatching examination materials;
- vii. Maintaining examination records;



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- viii. Coordinating alumni activities; and
- ix. Performing any other duties assigned by the Head of Department.

2. SENIOR REGISTERED CLINICAL OFFICER I, GRADE AD 10 – ONE (1) POSITION

Requirements for Appointment

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

- i. Diploma in Clinical Medicine or its equivalent from an accredited examination body;
- ii. Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Registered Clinical Officer II or in a comparable position;
- iii. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
- iv. Registered with relevant professional body (where applicable);
- v. Valid practicing license from the relevant professional body (where applicable);
- vi. Proficiency in computer applications; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing clinical services plans and policies;
- ii. Maintenance of clinical standards and ethics;
- iii. Training, developing and mentoring of clinical staff;
- iv. Compiling of periodic reports;
- v. Diagnosing and treating patients' ailments in the university facility;
- vi. Planning and conducting primary health care activities;
- vii. Attending to patients and referring them for further medical attention, where necessary;
- viii. Counseling of patients in the clinic;
- ix. Providing routine patient care and support, including health education;
- x. Maintaining appropriate staff records.
- xi. Formulating clinical services plans and policies;
- xii. Collating and analyzing data on diseases treated at the clinic and making recommendations to the management and appropriate health authority;
- xiii. Preparing appropriate reports;
- xiv. Participating in quality audits;
- xv. Supervising, guiding and appraising staff;
- xvi. Coordinating primary health care activities;
- xvii. Interpreting Laboratory and Radiology reports;
- xviii. Screening patients for diseases;
- xix. Overseeing preparation of the health facility budget and work plans;
- xx. Ensuring compliance with relevant statutory provisions
- xxi. Ensuring compliance with all statutory provisions relating to Health Services delivery and Medical staff registration and retention in professional registers; and
- xxii. Interpreting Laboratory and Radiology reports.

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3. SENIOR ASSISTANT PHARMACEUTICAL TECHNOLOGIST 1, GRADE AD 10 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer must:-

- i. Diploma in Pharmaceutical Technology or its equivalent qualification from an accredited examination body.
- ii. Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Assistant Pharmaceutical Technologist II or in a comparable position;
- iii. Registered with relevant professional body (where applicable);
- iv. Valid practicing license from the relevant professional body (where applicable);
- v. Proficiency in computer applications;
- vi. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Receiving, interpreting and processing prescriptions;
- ii. Pre-packing, repacking and writing instruction labels;
- iii. Verifying and maintaining information relating to drugs issued to patients;
- iv. Acquiring drugs/medicines for the health facility;
- v. Promoting rational drug/medicines use;
- vi. Providing health education on rational use of drugs/medicines;
- vii. Stock-taking of drugs/medicinal and non-pharmaceuticals;
- viii. Acquiring drugs/medicines for the health facility;
- ix. Receiving complaints and reporting on adverse drug reaction;
- x. Reporting poor quality medicine;
- xi. Preparation of pharmaceutical reports;
- xii. Maintaining books/registers of drugs/medicines in the health facility;
- xiii. Supervising assigned staff; and
- xiv. Supervising and mentoring students on routine clinical attachment.

4. SENIOR ASSISTANT MEDICAL LABORATORY TECHNOLOGIST II, GRADE AD 9 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer must:-

- i. Diploma in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from accredited examination body;
- ii. Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Assistant Medical Laboratory Technologist I or in a comparable position;
- iii. Registered with relevant professional body (where applicable);
- iv. Valid practicing license from the relevant professional body;
- v. Proficiency in computer applications; and
- vi. Demonstrated merit and ability as reflected in work performance and results.



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Duties and Responsibilities

- i. Collecting, analyzing and preserving test samples;
- ii. Carrying out blood grouping;
- iii. Storing blood products according to their requirements;
- iv. Screening for blood transfusion infections;
- v. Issuing blood and blood products to peripheral health facilities as per requests;
- vi. Preparing blood products for safe custody or use;
- vii. Decontaminating working benches;
- viii. Receiving and scrutinizing laboratory requisition forms and specimens;
- ix. Preparing clients for the collection of specimens;
- x. Receiving, collecting, labeling and registering specimens;
- xi. Disaggregating specimens for processing and analyses;
- xii. Preparing stains;
- xiii. Dispatching results for use in clinical management;
- xiv. Preparing reagents;
- xv. Examining specimens;
- xvi. Writing and recording of results;
- xvii. Maintaining analytical database, laboratory stores, records and equipment; and
- xviii. Writing laboratory reports.

5. TECHNOLOGIST III, GRADE AD 8 (AGRICULTURE AND VETERINARY SCIENCE) - ONE (1) POSITION

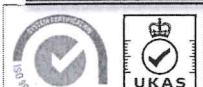
Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in a relevant area of specialization from a recognized institution; and
- ii. Proficiency in computer application.

Duties and Responsibilities

- i. Conducting practicals to undergraduates and post graduate students;
- ii. Participating in departmental research activities;
- iii. Preparing the list of chemicals, equipment and other consumables to be procured in the laboratory;
- iv. Ensuring an inventory for equipment, chemicals and other consumables is caused in the laboratory;
- v. Ensuring laboratory equipment and machines are well secured and calibrated according to ISO standards;
- vi. Overseeing provision of laboratory services as well as allocation of duties to junior laboratory staff;
- vii. Ensuring training students and interns attached to the Laboratory;
- viii. Planning, supervising, evaluating and coordinating of laboratory work in
- ix. the area of specification;
- x. Preparing the budget for laboratory equipment;
- xi. Ordering and maintaining records of supplies (consumables);
- xii. Ensuring laboratory equipment are secure and accessible; and
- xiii. Supervising and training staff engaged in laboratory work.



6. SENIOR SECURITY ASSISTANT, GRADE AD 5 – ONE (1) POSITION

Requirement for Appointment

For appointment to this grade an officer must have:

- i. A Certificate in Security related Course from a recognized institution;
- ii. Served in the grade of Security Assistant I Grade 4 or in a comparable position for a minimum period of three (3) years;
- iii. A Certificate of Good Conduct;
- iv. A valid Basic First Aid Certificate and have proven experience in First Aid;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Guarding and patrolling University premises;
- ii. Maintaining security registers and occurrence books;
- iii. Vetting visitors and directing them accordingly;
- iv. Guiding staff and visitors to their designated parking bays;
- v. Ascertaining the validity of goods leaving the University premises and installations;
- vi. Reporting suspected offenders;
- vii. Supervision of contracted security guards;
- viii. Intelligence gathering;
- ix. Appear before Disciplinary committee or court of law to testify on incidences;
- x. Monitoring of CCTV; and
- xi. Writing of incident reports.

7. SENIOR LIBRARY ATTENDANT, GRADE AD 5 – TWO (2) POSITIONS

Requirements for appointment

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

- i. Certificate in Information Science or equivalent qualification from a recognized institution;
- ii. Served in the grade of Library Attendant I Grade AD 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. Good interpersonal and communications skills; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Issuing and receiving books;
- ii. Compiling statistics of borrowed books;
- iii. Assisting users to track reading materials through OPAC;
- iv. Compiling of past papers
- v. Handling general enquiries;
- vi. Conducting orientation and registering new library users;
- vii. Filling of borrowing cards;
- viii. Sending reminder notices for overdue publications;



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- ix. Updating the catalogue;
- x. Photocopying gazette notices with published standards and circulating to quality control officers;
- xi. Shelving new and returned books;
- xii. Ensuring that shelves are tidy and publications are filed in their right places;
- xiii. Receiving newspapers and magazines and maintaining their records;
- xiv. Assisting users to access the catalogue and retrieving information from the library;
- xv. Assisting users on retrieving information from the library;
- xvi. Grouping information materials accordingly through classification and cataloguing systems;
- xvii. Supervising Library Attendants; and
- xviii. Performing any other duties assigned by the Head of Department.

8. ARTISAN I, GRADE AD 4 (PLUMBER) – ONE (1) POSITION

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

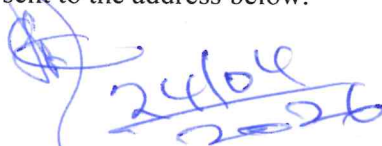
Duties and responsibilities at this level will entail:

- 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

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.

A handwritten signature in blue ink, followed by the date "24/04/2026" written in blue ink.



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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

Applications must be submitted on or before **Friday, 8th May, 2026** and be addressed to:

The Vice Chancellor, Kibabii University,

P.O. Box 1699 - 50200,

Bungoma

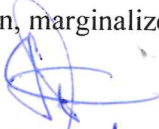
OR

Dropped at:-

Kibabii University – Main Campus

Administration Registry, Third Floor Room ADA 306

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


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