



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 2021, 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 (Theatre/Anesthetic/Renal/Critical Care)	AC 12	KIBU/ACA/16/2026	1
2.	Lecturer/Research Fellow (Microbiology)	AC 12	KIBU/ACA/17/2026	1
Sub-total				2
ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Registrar, Administration and Human Resource	AD 15	KIBU/ADM/16/2026	1
2.	Clinical Instructor/Technologist III (Nursing)	AD 8	KIBU/ADM/18/2026	1
3.	Driver I	AD 4	KIBU/ADM/19/2026	1
Sub-total				3
Grand Total				5

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:

- 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;



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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 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;
- 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 POSITIONS

1. REGISTRAR, ADMINISTRATION AND HUMAN RESOURCE, GRADE AD 15 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Doctorate Degree (PhD) from accredited and recognized University in the relevant field;
- ii. Master's Degree in any of the following disciplines:- Business Administration; Public Administration, Human Resource Management or equivalent qualification from a recognized institution;
- iii. A Bachelor's Degree in any of the following disciplines:- Public Administration; Business Administration; Human Resource Management, Office Management or any other relevant social science from a recognized institution;
- iv. Served in the grade of Deputy Registrar, Grade 14 or in a comparable position for a minimum period of three (3) years;
- v. CS(K)/CHRP or Postgraduate Diploma in a relevant area;
- vi. Registered with relevant professional body;
- vii. Evidence of participation and contribution in seminars/conferences/ research related to administration and management;
- viii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks will be an added advantage;
- ix. Certificate in Computer Application skills from a recognized institution; and
- x. Demonstrated professional competency and managerial skills as reflected in work performance and results.



Duties and Responsibilities

- i. Overall be responsible for the supervision and management of all administrative and operational functions of the Office of the Registrar (Administration and Human Resources);
- ii. Formulating and reviewing administrative services policies and procedures;
- iii. Coordinating training and development programmes of staff in the University and ensuring their implementation;
- iv. Determining equitable monetary and non-monetary remuneration of employees in the University considering legal and statutory provisions;
- v. Ensuring proper health and safety working conditions as provided for in applicable laws;
- vi. Ensuring smooth and efficient operations of the Personnel, Central and Blue Registries;
- vii. Ensuring safe custody and maintenance personnel and other records;
- viii. Ensuring industrial peace in the University by helping in collective bargaining, joint consultations and settlement of disputes;
- ix. Ensuring processing of staff engagement/disengagement is done in accordance with the approved policies;
- x. Advising top management on formulation and evaluation of human resource programmes, policies and procedures;
- xi. Providing advice to heads of Departments regarding manpower planning, job analysis, design, recruitment and selection of staff;
- xii. Directing general maintenance;
- xiii. Managing and controlling office accommodation;
- xiv. Overseeing coordination of disaster management, emergency response activities;
- xv. Planning and coordinating office accommodation;
- xvi. Coaching, mentoring and developing staff.
- xvii. Exercising such other powers, perform such other duties and discharge such other official functions as are assigned to you by the Deputy Vice Chancellor/authorized officer or are prescribed by the policies and regulations of the University;
- xviii. Shall be a member of Senate and University Management Board; and
- xix. Secretary to University Management Board.

2. CLINICAL INSTRUCTOR/TECHNOLOGIST,III (NURSING) GRADE AD 8 – ONE (1) POSITION

Requirements for Appointment

For direct appointment to this grade a candidate must have:

- i. Bachelor's degree in the relevant area of specialization from a recognized institution; and
- ii. Certificate in Computer Applications 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 will entail:



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- i. Conducting practicals to undergraduates and post graduates 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 maintained 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 safe use and disposal of chemicals; and
- viii. Ensuring training students and interns attached to the Laboratory.

3. DRIVER I, GRADE AD 4 – ONE (1) POSITION

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) 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 Automobile Association (AA) of Kenya or its equivalent qualifications from a recognized institution;
- vii. A Refresher Course 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 Service;
- 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 brake 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 for a period indicated below subject to satisfactory performance in accordance with the terms and conditions of service as approved by University Council from time to time:

S/No.	Position	Tenure
1.	i. Lecturer; ii. Clinical Instructor; and iii. Driver.	Permanent and Pensionable Terms
2.	Registrar, Administration and Human Resource Grade AD 15	Five-years contract

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).

Successful candidates shall be required to submit the following documents:

- i. Clearance from the Kenya Revenue Authority;
- ii. Clearance from the Higher Education Loans Board;
- iii. Clearance from the Ethics and Anti-Corruption Commission;
- iv. Clearance from a Credit Reference Bureau; and
- v. Criminal Investigation Department - (Certificate of Good Conduct).

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 copy in PDF format (as one running document) to be sent to the following e-mail by **5pm EAT Friday, 17th July, 2026**:
 - i. councilrecruitment@kibu.ac.ke for the position of Registrar (Administration and Human Resource); and
 - ii. recruitment@kibu.ac.ke for all other Positions.



23rd June, 2026

The three (3) hard Copies must be submitted on or before **Friday, 17th July, 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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