



## KIBABII UNIVERSITY

### INTERNAL ADVERTISEMENT FOR TEACHING AND ADMINISTRATIVE VACANCIES

Pursuant to Part IV Section 23 of the Kibabii University Charter 2015, and Kibabii University Statutes 2020, the University invites applications from suitably qualified applicants for the following vacant positions.

The applicants **MUST**:

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

TEACHING POSITIONS				
S/No.	Designation	Scale	Advert No.	No. of Posts
<b>FACULTY OF EDUCATION AND SOCIAL SCIENCES</b>				
1.	Professor (Educational Communication and Technology)	AC 15	KIBU/ACA/01/2021	1
2.	Professor (Economics of Education and Planning)	AC 15	KIBU/ACA/02/2021	1
3.	Associate Professor (Mathematics Education)	AC 14	KIBU/ACA/03/2021	1
4.	Associate Professor (Education Communication & Technology)	AC 14	KIBU/ACA/04/2021	1
5.	Associate Professor (Kiswahili)	AC 14	KIBU/ACA/05/2021	1
6.	Senior Lecturer/Senior Research Fellow (Psychology and Early Childhood Education)	AC 13	KIBU/ACA/06/2021	4
7.	Senior Lecturer/Senior Research Fellow (Education Planning & Management)	AC 13	KIBU/ACA07/2021	1
8.	Senior Lecturer/Senior Research Fellow (English, Literature, Journalism & Mass Communication)	AC 13	KIBU/ACA/08/2021	3
9.	Senior Lecturer/Senior Research Fellow (Mathematics Education)	AC 13	KIBU/ACA/09/2021	1
10.	Senior Lecturer/Senior Research Fellow (Geography)	AC 13	KIBU/ACA/10/2021	1
11.	Senior Lecturer/Senior Research Fellow (Social Work and Criminology)	AC 13	KIBU/ACA/11/2021	2
<b>SCHOOL OF COMPUTING AND INFORMATICS</b>				
12.	Professor (Information Technology)	AC 15	KIBU/ACA/12/2021	1
13.	Senior Lecturer/Senior Research Fellow (Computer Science)	AC 13	KIBU/ACA/13/2021	1
<b>FACULTY OF SCIENCE</b>				
14.	Professor (Biological Science, Environmental and Natural Resource Management)	AC 15	KIBU/ACA/14/2021	1
15.	Associate Professor (Pure Mathematics)	AC 14	KIBU/ACA/15/2021	1
16.	Senior Lecturer/Senior Research Fellow (Applied Mathematics)	AC 13	KIBU/ACA/16/2021	1
17.	Senior Lecturer/Senior Research Fellow (Agriculture & Veterinary Sciences)	AC 13	KIBU/ACA/17/2021	1
18.	Senior Lecturer/Senior Research Fellow (Biological Science, Environmental and Natural Resource Management)	AC 13	KIBU/ACA/18/2021	2
<b>SCHOOL OF BUSINESS AND ECONOMICS</b>				
19.	Senior Lecturer/Senior Research Fellow (Human Resource Management)	AC 13	KIBU/ACA/19/2021	1



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

Approved  
Page 1 of 41  
24/02  
2021

20.	Senior Lecturer/Senior Research Fellow (Economics, Finance and Accounting)	AC 13	KIBU/ACA/20/2021	1
<b>Sub-total</b>				<b>27</b>
<b>ADMINISTRATIVE POSITIONS</b>				
S/No.	Designation	Scale	Advert No.	No. of Posts
1.	Deputy Dean of Students	AD 14	KIBU/ADM/01/2021	1
2.	Senior Assistant Dean of Students	AD 13	KIBU/ADM/02/2021	1
3.	Senior Counsellor I	AD 13	KIBU/ADM/03/2021	1
4.	Senior Assistant Registrar (Planning and Partnerships)	AD 13	KIBU/ADM/04/2021	1
5.	Senior Assistant Registrar (Administration)	AD 13	KIBU/ADM/05/2021	1
6.	Principal Clinical Officer	AD 13	KIBU/ADM/06/2021	1
7.	Senior Accountant	AD 13	KIBU/ADM/07/2021	2
8.	Senior Estates Officer I	AD 13	KIBU/ADM/08/2021	1
9.	Senior Games and Sports Officer I	AD 13	KIBU/ADM/09/2021	1
10.	Senior Legal Officer I	AD 13	KIBU/ADM/10/2021	1
11.	Assistant Registrar (Administration)	AD 12	KIBU/ADM/11/2021	1
12.	Assistant Registrar (Academic)	AD 12	KIBU/ADM/12/2021	2
13.	Chief Technologist (Biological Sciences)	AD 12	KIBU/ADM/13/2021	1
14.	Chief Technologist (Mathematics)	AD 12	KIBU/ADM/14/2021	1
15.	Senior Security Officer III	AD 11	KIBU/ADM/15/2021	1
16.	Senior Administrative Assistant I (Academic)	AD 11	KIBU/ADM/16/2021	1
17.	Senior Human Resource Management Officer III	AD 11	KIBU/ADM/17/2021	1
18.	Senior Administrative Assistant II (Quality Assurance)	AD 10	KIBU/ADM/18/2021	1
19.	Supply Chain Management Officer I	AD 10	KIBU/ADM/20/2021	1
20.	Technologist I (Science, Technology & Engineering)	AD 10	KIBU/ADM/21/2021	1
21.	Clinical Officer I	AD 10	KIBU/ADM/22/2021	4
22.	Estates Officer I	AD 10	KIBU/ADM/23/2021	2
23.	Office Administrator I – VCs Office	AD 10	KIBU/ADM/24/2021	1
24.	Administrative Assistant I (Administration) – VCs Office, Administration & HR, PC/QA	AD 9	KIBU/ADM/25/2021	3
25.	Administrative Assistant I (Academic) – (Academic Affairs (2), FS (1), SOBE(1), SCAI (1), SGS (1), & FESS (2), TVET (1))	AD 9	KIBU/ADM/26/2021	9
26.	Technologist II (Biological Science, Environmental and Natural Resource Management, Computer Science, ODeL, Information Technology, Social Sciences & Science, Technology & Engineering)	AD 9	KIBU/ADM/27/2021	7
27.	Medical Laboratory Technologist II	AD 9	KIBU/ADM/28/2021	1
28.	Assistant Accountant II	AD 9	KIBU/ADM/29/2021	4
29.	Nursing Officer II	AD 9	KIBU/ADM/30/2021	3
30.	Public Health Officer II	AD 9	KIBU/ADM/31/2021	1
31.	Hospitality Officer II	AD 9	KIBU/ADM/32/2021	1
32.	ICT Officer II	AD 9	KIBU/ADM/33/2021	3
33.	Assistant Librarian II/Assistant System Librarian II	AD 9	KIBU/ADM/34/2021	3
34.	Transport Officer II	AD 9	KIBU/ADM35/2021	1
35.	Pharmaceutical Technologist III	AD 8	KIBU/ADM/36/2021	1
36.	Medical Laboratory Technologist III	AD 8	KIBU/ADM/37/2021	1
37.	Executive Driver II	AD 8	KIBU/ADM/38/2021	1
38.	Records Management Assistant I	AD 7	KIBU/ADM/39/2021	1
39.	Library Assistant I	AD 7	KIBU/ADM/40/2021	3
40.	Assistant Games & Sports Officer I	AD 7	KIBU/ADM/41/2021	1
41.	Assistant Corporate Communications and Marketing Officer I	AD 7	KIBU/ADM/42/2021	1
42.	Printing Assistant II	AD 6	KIBU/ADM/43/2021	2



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

43.	Assistant Medical Counsellor II	AD 6	KIBU/ADM/44/2021	1
44.	Assistant Office Administrator III (Educational Foundation, HR, FESS, PPRI)	AD 6	KIBU/ADM/45/2021	4
45.	Records Management Assistant II (FESS)	AD 6	KIBU/ADM/46/2021	1
46.	Supply Chain Management Assistant II	AD 6	KIBU/ADM/47/2021	2
47.	Senior Driver II	AD 6	KIBU/ADM/48/2021	2
48.	Assistant Housekeeper II/ Assistant Cateress II	AD 6	KIBU/ADM/49/2021	1
49.	Senior Clerical Officer	AD 5	KIBU/ADM/50/2021	3
50.	Senior Cook	AD 5	KIBU/ADM/51/2021	3
51.	Senior Waiter/Waitress	AD 5	KIBU/ADM/52/2021	3
52.	Senior Janitor III	AD 5	KIBU/ADM/53/2021	1
53.	Senior Library Attendant	AD 5	KIBU/ADM/54/2021	1
54.	Senior Driver III	AD 5	KIBU/ADM/55/2021	4
55.	Senior Artisan	AD 5	KIBU/ADM/56/2021	2
56.	Supply Chain Management Assistant III	AD 5	KIBU/ADM/57/2021	1
57.	Office Assistant I	AD 4	KIBU/ADM/58/2021	3
58.	Dining Hall I/ Kitchen Attendant I/Hostel Attendant I	AD 4	KIBU/ADM/59/2021	1
59.	Library Attendant I	AD 4	KIBU/ADM/60/2021	4
60.	Driver I	AD 4	KIBU/ADM/61/2021	1
61.	Security Assistant I	AD 4	KIBU/ADM/62/2021	3
62.	Office Assistant I	AD 4	KIBU/ADM/63/2021	1
63.	Office Assistant II	AD 3	KIBU/ADM/64/2021	1
<b>Sub-total</b>				<b>119</b>
<b>Grand Total</b>				<b>147</b>

## A. TEACHING POSITIONS

### PROFESSOR, GRADE AC 15

#### Requirements for Appointment

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

- i. PhD or equivalent Doctoral degree from an accredited and recognized University in the relevant field;
- ii. Served in the grade of an Associate Professor for a minimum period of three (3) years and with research experience;
- iii. 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;
- iv. Supervised at least five (5) postgraduate students to completion, at least two (2) at doctoral level;
- v. Attracted research or development funds as an Associate Professor;
- 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. Assessing student's performance and preparing students progress reports;
- iv. Offering expertise in planning, directing organizing and coordinating;
- v. Coordinating research and training activities;
- vi. Providing specialized inputs in lecturing, designing and development, preparing of unit course and training materials;
- vii. Offering mentorship for Academic and Administrative staff;
- viii. Presenting academic papers in seminars/workshops or symposia;



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

- ix. Providing consultancy work and related research work;
- x. Representing School, Faculty and Institute in different University fora within and without where applicable;
- xi. Offer expertise and review of the academic programmes/curricula;
- xii. Supervising students projects, field trips and placements;
- xiii. Coordinating of course, project and practical work;
- xiv. Developing proposals to attract research grants;
- xv. Community engagement;
- xvi. Writing journal articles and books;
- xvii. Peer-reviewing of publications to academic journals;
- xviii. Developing linkages and collaborations for staff and student exchange programs; and
- xix. Performing any other duties assigned by the Chairperson of Department.

## ASSOCIATE PROFESSOR, GRADE AC 14

### 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 Lecturer 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 doctoral student;
- 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.
- x. Writing journal articles and books;
- xi. Peer-reviewing of 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;
- xvi. Developing linkages and collaborations for student exchange programs; and
- xvii. Performing any other duties assigned by the Chairperson of Department.

## SENIOR LECTURER/SENIOR RESEARCH FELLOW, GRADE AC 13

### 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 and accredited University;



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



- 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. Be registered by a 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 the relevant field of 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;
- 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;
- xv. Undertaking consultancy services and community engagement.; and
- xvi. Performing any other duties assigned by the Chairperson of Department.

## B. ADMINISTRATIVE VACANCIES

### 1. DEPUTY DEAN OF STUDENTS, GRADE AD 14 - 1 POSITION

#### Requirements for Appointment

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

- i. Master's Degree in Education, Psychology, Social Sciences or equivalent qualification from a recognized institution;
- ii. Bachelor's Degree in Education, Psychology, Social Sciences or equivalent qualification from a recognized institution;
- iii. Served in the grade of Senior Assistant Dean of Students Grade AD 13 for a minimum period of three (3) years
- iv. Certificate in Senior Management course lasting not less than four (4) weeks will be an added advantage;
- v. Registration with relevant professional body;
- vi. Certificate in computer applications from a recognized institution;
- vii. Shown merit and ability as reflected in work performance and results; and
- viii. A PhD Degree will be an added advantage.

#### Duties and Responsibilities

- i. Formulating the development of annual work plans to facilitate work distribution and ease of administering student leadership elections and oversee smooth transition of student leadership;
- ii. Planning, preparing and directing student welfare activities such as funerals, parties and other events;
- iii. Overseeing adherence to Quality Management Systems and performance contracting and other regulatory and statutory obligations in the department;



- iv. Processing students' disciplinary cases them in consultation with the Deputy Vice Chancellor Academics and Student Affairs, Dean of Students and the Disciplinary Committee;
- v. Maintaining a communication link between the students and the administration to avoid tension between the two parties;
- vi. Ensuring safe custody of all departmental assets to protect them from loss;
- vii. Conducting research on student affairs related issues to enhance service delivery;
- viii. Liaising with the Dean of Students in coordinating student leaders' elections annually to ensure safety of University students;
- ix. Liaising with the Dean of Students in coordination of activities of student council whenever the need arises for the efficient running of their welfare activities;
- x. Ensuring that activities of students with special needs are well catered for and their needs met;
- xi. Liaising with the Dean of Students in sensitization of student community on emerging issues to ensure they are well informed;
- xii. Planning for orientation of new students;
- xiii. Clearing students leaving the country in collaboration with relevant Ministries; and
- xiv. Performing any other duties assigned by the Head of Department.

## 2. SENIOR ASSISTANT DEAN OF STUDENTS, GRADE AD 13 - 1 POSITION

### Requirements for Appointment

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

- i. Master's Degree in the area of Education or Psychology or Social Sciences or equivalent qualification from a recognized institution;
- ii. Bachelor's Degree in Education, Psychology, Social Sciences or equivalent qualification from a recognized institution;
- iii. Served in the grade of Assistant Dean of Students Grade AD 12 for a minimum period of three (3) years;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- v. Registration with relevant professional body;
- vi. Certificate in Computer Applications skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

### Duties and Responsibilities

- i. Administering student leadership elections and overseeing smooth transition of student leadership;
- ii. Organizing various types of entertainment for students in collaboration with student organizations;
- iii. Processing students' disciplinary cases them in consultation with the Deputy Vice Chancellor Academics and Student Affairs, Dean of Students and the Disciplinary Committee;
- iv. Maintaining a communication link between the students and the administration to avoid tension between the two parties;
- v. Assisting to clear students leaving the country in collaboration with relevant Ministries;
- vi. Planning, preparing and directing students' welfare activities such as funerals, parties and other events;
- vii. Ensuring safe custody of all departmental assets to protect them from loss;
- viii. Overseeing adherence to Quality Management Systems and performance contracting;
- ix. Providing parental supervision and direction to students;
- x. Raising the level of students' educational and cultural awareness;
- xi. Facilitating informal contacts with faculty and administrative staff;
- xii. Contributing to development through group interactions and opportunity for leadership experiences;
- xiii. Developing a sense of community belonging within the halls of Residence;
- xiv. Participating in building self-confidence, assertiveness and respectability in students as well as inoculate them on their sexual responsibility;
- xv. Coordinating student welfare tender activities to create harmony in the department;
- xvi. Offering coordination in the University wardenship programme;
- xvii. Supporting the department in the coordination of university choir for the annual music festivals; and



xviii. Performing any other duties assigned by the Head of Department.

### 3. SENIOR COUNSELLOR I, GRADE AD 13 - 1 POSITION

#### Requirements for Appointment

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

- i. Master's Degree in Counseling or Psychology or Guidance and Counseling or Psychiatry or relevant qualification from a recognized institution;
- ii. Bachelor's degree in Counselling, Counselling Psychology or a Bachelor's degree in any of the Social Sciences with a Post-Graduate Diploma in Counselling from a recognized institution;
- iii. Served in the grade of Senior Counsellor II Grade AD 12 for a minimum period of three (3) years;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- v. Must be registered with a relevant professional body;
- vi. Certificate in Computer Applications skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

- i. Participating in the development and regular review of departmental policies for smooth running of the departmental activities;
- ii. Developing sectional annual work plan to enable effective running of activities and management of resources;
- iii. Preparing sectional reports on quarterly basis for management and decision making;
- iv. Supervising subordinate staff in the section on a daily basis to ensure service delivery is of high quality;
- v. Coordinating counseling activities in the department on a daily basis for facilitation of student welfare;
- vi. Liaising with other counselors from other Universities to address diverse challenges faced by clients and provide support on how to overcome the issues;
- vii. Maintaining accurate up to date and systematic records of counseling sessions for compliance with the service's code of confidentiality, professional standards for current and future decision making;
- viii. Responding to emergencies and consultation requests from staff regarding students who are experiencing mental health crises and escalate to qualified specialist;
- ix. Organizing workshops in the University to sensitize the student community about addiction and behavior disorders and develop strategies to cope with those problems;
- x. Evaluating students' mental and physical health, addiction, or problem behavior and assess their readiness for treatment;
- xi. Conducting outreach programs within the University to help students identify the signs of addiction and behavior disorders as well as to steps to take to avoid such behavior;
- xii. Organizing regular training for peer counselors to assist the Counseling Unit in providing counseling services to the student community as and when required; and
- xiii. Performing any other duties assigned by the Head of Department.

### 4. SENIOR ASSISTANT REGISTRAR (PLANNING AND PARTNERSHIPS), GRADE AD 13 - 1 POSITION

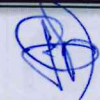
#### Requirements for Appointment

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

- i. Master's Degree in International Relations, Planning and Development, Public Administration or equivalent qualification from a recognized institution;
- ii. Bachelor's Degree in International Relations; Planning and Development; Public Administration or any other related field from a recognized institution;
- iii. Served in the grade of Assistant Registrar (Planning & Partnerships) or in a comparable position for a minimum period of three (3) years;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- v. CPS(K)/CHRM or Postgraduate Diploma in relevant field;
- vi. Certificate in Computer Applications from a recognized institution;



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



- vii. Demonstrated merit and ability as reflected in work performance and results; and
- viii. Must be registered with relevant professional body where applicable.

**Duties and responsibilities:-**

- i. Assisting in coordinating, implementing planning and performance contracting activities in the Section;
- ii. Assisting in coordination, collection and analysis of data regarding Section operations and ensuring proper documentation;
- iii. Carrying out staff performance appraisal for staff in the Section annually or as required.
- iv. Collecting, preparing and submitting of section quarterly and annual reports to the Deputy Registrar for compilation.
- v. Coordinating the cascading of performance contract targets PPRI division;
- vi. Monitoring the implementation of Performance Contracts in the PPRI division
- vii. Updating the planning committee through Deputy Registrar P&P on matters relating to implementation of performance contracts, University's Strategic Plan and the Master Plan;
- viii. Coordinating University partnerships and linkage activities
- ix. Implementing planning and performance contracting activities in the Section.
- x. Collecting and analyzing data regarding section operations and ensuring proper documentation;
- xi. Ensuring participation of University in local and international exhibitions, shows and competitions;
- xii. Preparing documents for University engagement with external clients, partners, stakeholders, alumni, donors and industry;
- xiii. Preparing documents for Conferences, Symposiums, Workshops and other dialogue platforms organized by the University;
- xiv. Implementing educational, cultural, professional, technical and vocational services to the community;
- xv. Implementing, linkages, collaboration and outreach programmes;
- xvi. Preparing documents for Social Corporate Social Responsibilities engagements;
- xvii. Implementing collaborative international programmes, links and projects;
- xviii. Ensuring provision of logistical support for staff and student under exchange and collaborative projects;
- xix. Preparing documents for marketing and promoting the objectives of the University in the International sphere;
- xx. Maintaining updated records of all collaborative projects;
- xxi. Preparing Memoranda of Understanding (MoU) and Agreements (MoAs) documents;
- xxii. Preparing documents for developing agreements with local, regional and international institutions of higher learning, and the corporate world in areas of strategic benefit; and
- xxiii. Performing any other duties assigned by the Head of Department.

**5. SENIOR ASSISTANT REGISTRAR (ADMINISTRATION), GRADE AD 13 – 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; Public Administration, Human Resource Management or equivalent qualification from a recognized institution;
- ii. 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;
- iii. Served in the grade of Assistant Registrar, Grade AD 12 or in a comparable position for a minimum period of three (3) years;
- iv. CPS (K)/CIHRM or Postgraduate Diploma in a relevant field;
- v. Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- vi. Registered with a relevant professional body;
- vii. Certificate in Computer Application skills from a recognized institution; and
- viii. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Complying with administrative services policies and procedures;
- ii. Coordinating implementation of service delivery initiatives;



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



- iii. Planning and coordinating office accommodation;
- iv. Processing travel clearance;
- v. Facilitating meetings, conferences and other special events;
- vi. Ensuring presentation of prepared budgets;
- vii. Ensuring preparation of quarterly and annual reports; and
- viii. Performing any other duties assigned by the Head of Department.

## 6. PRINCIPAL CLINICAL OFFICER, GRADE AD 13 – 1 POSITION

### Requirements for Appointment

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

- i. Master's degree in any of the following disciplines: Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Medical Education, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics, Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Psychology, Biostatistics, Disaster Management or any other equivalent qualification from a recognized institution;
- ii. Bachelor's degree in Clinical Medicine from a recognized institution;  
**OR**  
Bachelor's degree in Community Health and Development, Clinical Psychology, Public Health, Medical Education, Health Systems Management, Medical Sociology, Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a recognized institution Plus a Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;
- iii. Served in the grade of Chief Clinical Officer Grade AD 12 for a minimum period of three (3) years;
- iv. Valid Practicing license from Clinical Officers Council of Kenya;
- v. Registration Certificate from the Clinical Officers' Council;
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- vii. Certificate in Computer Application skills from a recognized institution; and
- viii. Demonstrated competence as reflected in the work performance and results.

### Duties and Responsibilities

- i. Formulating clinical services plans and policies;
- ii. Maintaining of clinical standards and ethics;
- iii. Training, developing and mentoring of clinical staff;
- iv. Compiling of periodic reports;
- v. Collating and analyzing data on diseases treated at the clinic and making recommendations to the management and appropriate health authority;
- vi. Supervising, guiding and appraising staff;
- vii. Diagnosing and treating patients ailments in the Organization's clinics;
- viii. Coordinating primary health care activities;
- ix. Attending to patients and referring them for further medical attention, where necessary;
- x. Counselling of patients in the clinic;
- xi. Providing routine patient care and support, including health education;
- xii. Maintaining appropriate staff record;
- xiii. Preparing the health centre budget and work plans;
- xiv. Ensuring compliance with all statutory provisions relating to Health Services delivery and Medical staff registration and retention in professional registers;
- xv. Interpreting Laboratory and Radiology reports;
- xvi. Screening patients for diseases; and
- xvii. Performing any other duties assigned by the Head of Department.



**7. SENIOR ACCOUNTANT, GRADE AD 13 – 2 POSITIONS****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 I Grade AD 12 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 Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- vi. Be a member of recognized professional body in good standing; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Interpreting, advising and coordinating implementation of government financial policies, regulations and procedures;
- ii. Spearheading the formulation and review of financial management and accounting procedures;
- iii. Overseeing preparation of annual financial statements;
- iv. Ensuring compliance with public sector and donor financial reporting guidelines;
- v. Overseeing preparation and implementation of financial manuals and procedures;
- vi. Authorizing payments;
- vii. Ensuring compliance with expenditure limits;
- viii. Reviewing the applications of accounting standards and systems;
- ix. Monitoring and ensuring timely production of management and statutory financial reports;
- x. Instituting accounting and internal control procedures;
- xi. Formulating financial management procedures;
- xii. Ensuring that all donor and government grants are accounted for appropriately;
- xiii. Preparing, planning and coordinating external audit;
- xiv. Approving all correcting journal entries prepared by accountants; and
- xv. Performing any other duties assigned by the Head of Department.

**8. SENIOR ESTATES OFFICER I, GRADE AD 13 – 1 POSITION****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. Master's degree Civil Engineering/ Architecture/Construction Management or its equivalent;
- ii. Bachelor's Degree in Civil Engineering/ Architecture.
- iii. Served in the grade, of Senior Estates Officer II (University Engineer/University Architect) Grade AD 12 or in a comparable position for a minimum period of three (3) years;
- iv. Must be registered with Engineers Board of Kenya as a professional Engineer or with Board of Registration of Architects and Quantity Surveyors as a Professional Architect.
- v. Current valid Professional practicing license;
- vi. Must have a Post Professional Engineer/Architect registration experience of over 3 years;
- vii. Must be a Corporate Member or Fellow of Institute of Engineers of Kenya;
- viii. Certificate in Computer Applications from a recognized institution;
- ix. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- x. Demonstrated merit and ability as reflected in work performance and results.



**Duties and Responsibilities**

- i. Responsible for Engineering design, drawings, contract documentation of capital development projects in the University;
- ii. Supervising and monitoring of capital development projects from inception to completion;
- iii. Documenting of as-built drawings for university infrastructure;
- iv. Responsible to repair and maintenance of the University infrastructure;
- v. Management of the university project life cycle;
- vi. Planning, monitoring and implementation of the strategic direction on infrastructure development of the University strategic plan;
- vii. Carrying out of infrastructure performance audits; and
- viii. Performing any other duties assigned by the Head of Department.

**9. SENIOR GAMES AND SPORTS OFFICER I, GRADE AD 13 – 1 POSITION****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. Master's degree in Physical, Sports or equivalent qualification from a recognized institution;
- ii. Bachelor's degree in Physical, Sports or equivalent qualification from a recognized institution;
- iii. Served in the grade of Senior Games and Sports Officer II Grade AD 12 or in a comparable position for a minimum period of three (3) years;
- iv. Advanced level certificate in coaching/officiating relevant sports discipline from a recognized institution;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- vi. Certificate in Computer Applications from a recognized institution;
- vii. Registered with relevant professional body; and
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Coordinating policy implementation and work plans of the department;
- ii. Preparing sectional reports on quarterly basis for management and decision making;
- iii. Supervising subordinate staff in the section on a daily basis to ensure service delivery is of high quality;
- iv. Organizing Annual Sports day and orientation sports program;
- v. Utilizing resource for activities related to sports and recreation in order to ensure appropriate use and accountability;
- vi. Initiating and promoting sports training programmes for the University;
- vii. Maintaining an up-to-date centralized documentation centre for sports at the University;
- viii. Overseeing the acquisition and proper utilization of sports equipment; and
- ix. Performing any other duties assigned by the Head of Department.

**10. SENIOR LEGAL OFFICER I, GRADE AD 13 – 1 POSITION****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. Master's degree in Law (LLM) from a recognized institution;
- ii. Bachelor's degree in Law (LLB) from a recognized institution;
- iii. Served in the grade of Senior Legal Officer II Grade AD 12 or in a comparable position for a minimum period of three (3) years;
- iv. A valid Practicing Certificate from Law Society of Kenya;
- v. Been an Advocate of the High Court of Kenya;
- vi. Diploma in Law from Kenya School of Law;
- vii. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- viii. Certificate in Computer Applications from a recognized institution;
- ix. Registered with relevant professional body; and



- x. Demonstrated outstanding professional competence in legal work as reflected in work performance and results.

#### Duties and Responsibilities

- i. Representing the University in litigation and advising on case strategy;
- ii. Managing contractual relations;
- iii. Providing advice on all contracts and agreements;
- iv. Overseeing implementation of legal strategies;
- v. Liaising with the various Faculties /Departments to mitigate legal risks;
- vi. Ensuring compliance with regulatory bodies;
- vii. Preparing work plans and budgets for the legal Services;
- viii. Managing external lawyers with regard to litigation;
- ix. Maintaining legal database;
- x. Writing legal opinions and case summaries;
- xi. Aligning internal policies with relevant legislation;
- xii. Preparing legal reports;
- xiii. Liaising with external lawyers with regard to litigation;
- xiv. Preparing work plans and budgets for the legal Services; and
- xv. Performing any other duties assigned by the Head of Department.

### 11. ASSISTANT REGISTRAR (ADMINISTRATION), GRADE AD 12 – 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; Public Administration or equivalent qualification from a recognized institution;
- ii. 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;
- iii. Served in the grade of Senior Administrative Assistant I, Grade AD 11 or in a comparable position for a minimum period of three (3) years;
- iv. CPS (K)/CIHRM or Postgraduate Diploma in relevant field;
- v. Reregistered with relevant professional body
- vi. Certificate in Computer Applications from a recognized institution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

- i. Facilitating meetings, conferences and other special events;
- ii. Ensuring provision of office equipment and materials;
- iii. Maintaining and updating furniture and office equipment inventory;
- iv. Ensuring maintenance of records of all University assets and properties including title deeds, log books and insurance covers;
- v. Overseeing telephone, registry and secretarial services;
- vi. Coordinating provision of office accommodation;
- vii. Preparing budget;
- viii. Ensuring preparation of quarterly and annual reports; and
- ix. Performing any other duties assigned by the Head of Department.



**12. ASSISTANT REGISTRAR (ACADEMIC), GRADE AD 12 – 2 POSITIONS****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. Master's degree from an accredited and recognized University in the relevant field;
- ii. Bachelor's degree in the following disciplines: Education, Human Resource Management, Business Administration or any other Social Science/relevant degree from a recognized institution;
- iii. Served in the grade of Senior Administrative Assistant I, Grade AD 11 or in a comparable position for a minimum period of three (3) years;
- iv. CPS(K)/CHRM or Postgraduate Diploma in a relevant field;
- v. Registered with relevant professional body;
- vi. Certificate in Computer Applications skills from a recognized institution; and
- vii. (Demonstrated competence and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Keeping custody of examinations;
- ii. Preparing academic reports;
- iii. Managing students data base on admissions and other related records;
- iv. Developing guidelines on students discipline and welfare;
- v. Ensuring students adhere to University Rules and Regulations as stipulated in the Students Handbook;
- vi. Ensuring preparation and processing of examinations;
- vii. Maintaining records of students' academic related discipline cases;
- viii. Processing certificates and transcript for students;
- ix. Coordinating dispatch of examination materials;
- x. Verifying examination marks;
- xi. Monitoring and evaluation of learning and teaching;
- xii. Preparing departmental budgets and work plans;
- xiii. Maintaining examination records;
- xiv. Setting targets, monitoring and appraising staff;
- xv. Supervising department staff; and
- xvi. Performing any other duties assigned by the Head of Department.

**13. CHIEF TECHNOLOGIST, GRADE AD 12 (BIOLOGICAL SCIENCES, MATHEMATICS) – 2 POSITIONS****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. Master's degree in the relevant area of specialization from a recognized institution with a Technical Certificate;
- ii. Bachelor's degree in the relevant area of specialization from a recognized institution with a Technical Certificate;
- iii. Served in the grade of Senior Technologist Grade AD 11 for a minimum period of three (3) years;
- iv. Certificate in Computer Applications from a recognized institution;
- v. Registered with a relevant professional body; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Planning, supervision, evaluation and coordination of laboratory work in the area of specification;
- ii. Preparing annual procurement plans for the section;
- iii. Procuring teaching materials for the division/department;
- iv. Conducting undergraduate and post graduate practicals;
- v. Preparing the budget for laboratory equipment and consumables;
- vi. Keeping and maintaining records of supplies for all the laboratories within the division;
- vii. Ensuring laboratory equipment are well maintained and calibrated according to standards applicable;



- viii. Overseeing provision of laboratory services as well as allocation of duties and responsibilities to all laboratory staff within the department/division;
- ix. Training students, attachees and other Laboratory staff;
- x. Ensuring procedural disposal of laboratory machines and equipment;
- xi. Coordinating research activities in the department;
- xii. Preparing laboratory reports; and
- xiii. Performing any other duties assigned by the Head of Department.

#### 14. SENIOR SECURITY OFFICER III, GRADE AD 11 – 1 POSITION

##### Requirements for Appointment

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

- i. Master's degree in any of the following disciplines:- Criminology; Criminology and Criminal Justice; Criminology and Fraud Management; Criminology and Security Management; Security Management or equivalent qualification from a recognized institution with three (3) years relevant work experience;  
OR  
Bachelor's degree in any of the following disciplines:- Criminology; Criminology and Criminal Justice; Criminology and Fraud Management; Criminology and Security Management; Security Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Security Officer I Grade AD 10 or in a comparable position for a minimum period of three (3) years;
- iii. A First Aid Certificate from a recognized institution;
- iv. A valid Certificate of Good Conduct;
- v. Certificate in Computer Applications from a recognized institution;
- vi. Registered with relevant professional body; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

##### Duties and Responsibilities

- i. Ensuring that University's assets are secured;
- ii. Preparing reports and submitting Security reports;
- iii. Reviewing Security reports to ensure efficiency and quality of Security operations;
- iv. Developing emergency management and contingency procedures;
- v. Identifying, investigating and resolving Security breaches;
- vi. Keeping abreast with emerging Security challenges and devising appropriate interventions to ensure the organization Security is maintained at all times;
- vii. Ensuring compliance with Security statutory regulations and requirements;
- viii. Developing specifications for Security contracts; and
- ix. Performing any other duties assigned by the Head of Department.

#### 15. SENIOR ADMINISTRATIVE ASSISTANT I (ACADEMIC), GRADE AD 11 – 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;
- 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;
- viii. Coordinating alumni activities; and
- ix. Performing any other duties assigned by the Head of Department.

### 16. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER III, GRADE AD 11 – 1 POSITION

#### Requirements for Appointment

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

- i. Master's Degree in any of the following disciplines: Human Resource Management; Personnel Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognized institution with three (3) years relevant work experience equivalent;

**OR**

Bachelor's degree in any of the following disciplines:- Human Resource Management; Personnel Management; Human Resource Development Industrial Relations or equivalent qualification from a recognized institution;

**OR**

Bachelor's degree in any of the following disciplines:- Economics; Sociology; Business Administration; Public Administration; Anthropology plus a Post Graduate Diploma in Human Resource Management/Development or Certified Public Secretary Part III or equivalent qualification from a recognized institution;

- ii. Served in the grade of Human Resource Management Officer I, Grade AD 10 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Application skills from a recognized institution;
- iv. Be a member of a professional body in the Human Resource field; and
- v. Have demonstrated merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

- i. Verifying information relating to recruitment, appointment and transfers;
- ii. Interpreting and implementing Human Resource Management policies, regulations, procedures and systems;
- iii. Compiling Human Resource reports;
- iv. Preparing cases for review by Management Advisory Committee;
- v. Implementing Human Resource decisions within existing rules, regulations and procedure;
- vi. Verifying payroll and complement control data;
- vii. Processing pension payments;
- viii. Compiling training projections and plans;
- ix. Coordinating training programmes;
- x. Maintaining Human Resource database;
- xi. Coordinating staff induction and orientation;



- xii. Carrying out staff welfare management;
- xiii. Implementing work place health and safety;
- xiv. Complying with Human Resource statutory and regulatory requirements; and
- xv. Performing any other duties assigned by the Head of Department.

## 17. SENIOR ADMINISTRATIVE ASSISTANT II, GRADE AD 10 (QUALITY ASSURANCE) – 1 POSITION

### Requirements for Appointment

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

- i. 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;
- ii. Served in the grade of Administrative Assistant I, Grade 9 or in a comparable position for a minimum period of three (3) years;
- iii. CPS (II)/CIHRM II or Postgraduate Diploma in a relevant field;
- iv. Certificate in Computer Applications from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

### Duties and Responsibilities

- i. Coordinating transport and logistics in a Department/Section;
- ii. Ensuring provision of office equipment and materials;
- iii. Maintaining and updating furniture and office equipment inventory;
- iv. Maintaining of records of University assets and properties including title deeds, log books and insurance covers;
- v. Overseeing telephone, registry and secretarial services;
- vi. Ensuring provision of office accommodation;
- vii. Preparing budget;
- viii. Ensuring preparation of quarterly and annual reports; and
- ix. Performing any other duties assigned by the Head of Department.

## 18. SUPPLY CHAIN MANAGEMENT OFFICER I, GRADE AD10 – 1 POSITION

### Requirements for Appointment

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

- i. 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;
- ii. Served in the grade of Supply Chain Management Officer II Grade AD 9 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in computer application skills from a recognized institution;
- iv. Must be registered with relevant professional body; and
- v. Demonstrated merit and ability as reflected in work performance and results.

### Duties and Responsibilities

- i. Ensuring efficient and proper organization and management of Supply Chain Management services;
- ii. Sourcing for suppliers through request for quotations;
- iii. Preparing local purchase order and ensure timely delivery of goods, services and works;
- iv. Implementing provision of the Procurement manual;
- v. Conducting market research and surveys of goods and services;
- vi. Providing input in preparing specifications;
- vii. Ensuring safe Custody of stores;
- viii. Identifying unserviceable, obsolete and surplus stores and equipment for disposal;
- ix. Issuing of stores to users; and





- x. Performing any other duties assigned by the Head of Department.

## 19. TECHNOLOGIST I, GRADE AD 10 (SCIENCE, TECHNOLOGY AND ENGINEERING DEPARTMENT) – 1 POSITION

### Requirement for Appointment

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

- i. Bachelor's degree in a relevant area of specialization from a recognized institution with a Technical Certificate;  
OR  
Higher Diploma in a relevant area or its equivalent qualification from a recognized institution with nine (9) years relevant work experience (In special fields only);
- ii. Served in the grade of Technologist II Grade AD 9 for a minimum period of three (3) years;
- iii. Certificate in Computer Applications from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

### 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 and maintained in the laboratory;
- v. Ensuring laboratory equipment and machines are well secured and calibrated according to applicable standards, where applicable;
- 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 the area of specialization;
- ix. Preparing the budget for laboratory requirements;
- x. Ordering and maintaining records of laboratory supplies;
- xi. Ensuring laboratory equipment are secure and accessible;
- xii. Supervising and training staff engaged in laboratory work; and
- xiii. Performing any other duties assigned by the Head of Department.

## 20. CLINICAL OFFICER I, GRADE AD 10 – (4 POSITIONS)

### Requirements for Appointment

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

- i. Bachelor's Degree in Clinical Medicine from a recognized institution;  
OR
- ii. Bachelor's degree in Community Health and Development, Clinical Psychology, Public Health, Medical Education, Health Systems Management, Medical Sociology, Ophthalmology and Cataract Surgery, Sports Medicine, Health Promotion, from a recognized institution Plus a Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;
- iii. Served in the grade of Clinical Officer II Grade 9 for a minimum period of three (3) years in a busy level 4 hospital or its equivalent;
- iv. Valid Practicing license from Clinical Officers Council of Kenya;
- v. Registration Certificate from the Clinical Officers' Council;
- vi. Certificate in Computer Applications skills from a recognized institution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.



**Duties and Responsibilities**

- i. Attending to patients;
- ii. Diagnosing and treating patients ailments in the Organization's clinics;
- iii. Planning and conducting primary health care activities;
- iv. Attending to patients and referring them for further medical attention, where necessary;
- v. Counselling of patients in the clinic;
- vi. Providing routine patient care and support, including health education;
- vii. Maintaining appropriate staff records;
- viii. Performing minor surgical and medical procedures;
- ix. Implementing clinical services plans and policies;
- x. Compiling reports;
- xi. Coaching and mentoring staff;
- xii. Screening patients for diseases; and
- xiii. Performing any other duties assigned by the Head of Department.

**21. ESTATES OFFICER I, GRADE AD 10 – 2 POSITIONS****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. A Bachelor's degree in any of the following disciplines: Civil/Structural Engineering, Quantity Surveying, Mechanical Engineering, Electrical Engineering, Architecture from a recognized institution;
- OR**
- ii. Higher National Diploma in Civil engineering/electrical engineering/architecture/ mechanical engineering with 9 years of experience.
  - iii. Served in the grade of Estates Officer II Grade 9 or in a comparable position for a minimum period of three (3) years;
  - iv. Certificate in Computer Applications from a recognized institution;
  - v. Proficiency in CAD engineering and architectural software such as ArchiCad, Auto CAD among others;
  - vi. Certificate in Computer Applications from a recognized institution and;
  - vii. Demonstrated merit and ability as reflected in work performance and results

**Duties and Responsibilities**

- i. Ensuring compliance with ISO procedures;
- ii. Participating in the University Infrastructure planning;
- iii. Preparing and implementing repair and maintenance work plan;
- iv. Ensuring safe use of buildings in the University;
- v. Repairing and maintaining of buildings;
- vi. Repairing and maintaining of storm water drainage systems;
- vii. Repairing and maintaining of roads, parking and footpaths in the University;
- viii. Repairing and maintaining of water systems;
- ix. Repairing and maintaining of sewerage systems and sewerage treatment ponds;
- x. Repairing and maintaining of electrical systems and standby generators;
- xi. Repairing and maintaining of capital equipment e.g. water pumps, water recycling equipment, firefighting equipment and systems;
- xii. Repairing and maintaining of furniture in the University;
- xiii. Repairing and maintaining of kitchen equipment in the University;
- xiv. Assisting in the design and construction of minor projects in the University;
- xv. Assisting project management team to supervise capital development project execution; and
- xvi. Drafting of engineering drawings.



**22. OFFICE ADMINISTRATOR I, GRADE AD 10****Requirements for Appointment**

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

- i. Bachelor's degree in any of the following disciplines:- Secretarial Studies; Bachelor of Business and Office Management or equivalent qualification from a recognized institution;  
**OR**  
Bachelor's degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;
- ii. Served in the grade of Office Administrator II Grade 9 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Secretarial Management Course from a recognized institution;
- iv. Good interpersonal and Communication skills;
- v. Certificate in computer applications from a recognized institution;
- vi. Demonstrated professional competence in management of office administrative services; and
- vii. Kenya National Secretaries Association (KENASA) Membership.

**Duties and Responsibilities**

- i. Taking oral dictation;
- ii. Using e-office to research and process data;
- iii. Operating office equipment;
- iv. Attending to visitors and client;
- v. Handling telephone calls;
- vi. Handling Customer inquiries and complaints;
- vii. Coordinating schedules of meetings and appointments;
- viii. Ensuring Security of office records, equipment and documents, including classified materials;
- ix. Ensuring Security, integrity and confidentiality of data;
- x. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xi. Maintaining an up to date filing system in the office;
- xii. Preparing responses to routine correspondence;
- xiii. Managing office protocol and etiquette;
- xiv. Guiding and supervising other office administrative personnel; and
- xv. Performing any other duties assigned by the Head of Department

**23. ADMINISTRATIVE ASSISTANT I, (ADMINISTRATION) GRADE AD 9 – 3 POSITIONS**

(VICE CHANCELLORS OFFICE, ADMINISTRATION & HR, PERFORMANCE CONTRACTING & QUALITY ASSURANCE)

**Requirements for Appointment**

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

- i. 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;
- ii. Served in the grade of Administrative Assistant II, Grade AD 8 or in a comparable position for a minimum period of three (3) years;
- iii. CPS (I)/CIHRM I or a Postgraduate Diploma in a relevant field;
- iv. Certificate in Computer Applications from a recognized institution;
- v. Must be registered with relevant professional body; and
- vi. Demonstrated merit and ability as reflected in work performance and results.



**Duties and Responsibilities**

- i. Ensuring general cleanliness;
- ii. Maintaining records of University assets and properties including title deeds, log books and insurance covers;
- iii. Overseeing telephone and registry services;
- iv. Ensuring provision of office accommodation.
- v. Preparing budget;
- vi. Ensuring preparation of quarterly and annual reports; and
- vii. Performing any other duties assigned by the Head of Department.

**24. ADMINISTRATIVE ASSISTANT I, (ACADEMIC) GRADE AD 9 - 9 POSITIONS (ACADEMIC AFFAIRS (2), SOBE (1), FESS (2), SGS (1), SCAI (1), FS (1), TIVET (1))**

**Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. Bachelor's degree in any of the following disciplines: Education, Public Administration, Human Resource Management, Business Administration or any other Social Science/relevant degree from a recognized institution;
- ii. Served in the grade of Administrative Assistant II, Grade AD 8 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Applications from a recognized institution;
- iv. CPS(I)/CHRM(I) or Postgraduate Diploma in a relevant field; and
- v. Demonstrated competence and ability as reflected in work performance and results.

**Duties and Responsibilities**

- 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;
- vii. Preparing academic reports; and
- viii. Performing any other duties assigned by the Head of Department.

**25. TECHNOLOGIST II, GRADE AD 9 – 7 POSITIONS**

**(BIOLOGICAL SCIENCE, ENVIRONMENTAL AND NATURAL RESOURCE MANAGEMENT, COMPUTER SCIENCE, ODEL, INFORMATION TECHNOLOGY, SOCIAL SCIENCES & SCIENCE, TECHNOLOGY & ENGINEERING)**

**Requirement for Appointment****For appointment to this grade, an officer must have:-**

- i. Bachelor's degree in a relevant area of specialization from a recognized institution with a Technical Certificate;  
OR  
Higher Diploma in a relevant area or its equivalent qualification from a recognized institution with six (6) years relevant work experience (In special fields only);
- ii. Served in the grade of Technologist III Grade AD 8 for a minimum period of three (3) years;
- iii. Certificate in Computer Application from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

**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 secure 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, supervision, evaluation and coordination of laboratory work in the area of specification;
- ix. Preparing the budget for laboratory equipment;
- x. Ordering and maintaining records of supplies (consumables);
- xi. Ensuring laboratory equipment are secure and accessible;
- xii. Supervising and training staff engaged in laboratory work; and
- xiii. Performing any other duties assigned by the Head of Department.

## 26. MEDICAL LABORATORY TECHNOLOGIST II, GRADE AD 9 – 1 POSITION

### Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines:- Medical Laboratory Science, Medical Laboratory Technology, Biomedical Science or its equivalent qualification from a recognized institution;
- OR
- Higher Diploma degree in any of the following disciplines:- Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from a recognized institution with six (6) years' work related experience;
- ii. Served in the grade of Medical Laboratory Technologist III Grade AD 8 for a minimum period of three (3) years;
  - iii. Registered with the Medical laboratory Technicians and Technologists Board (KMLTTB);
  - iv. Valid practicing license from the relevant professional body; and
  - v. Certificate in Computer Applications from a recognized institution.

### 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 data base, laboratory stores, records and equipment;
- xviii. Writing laboratory reports; and
- xix. Perform any other duties assigned by the Head of Department.

## 27. ASSISTANT ACCOUNTANT II, GRADE AD 9 – 4 POSITIONS

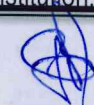
### Requirements for appointment

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

- i. 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;



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



- ii. Served in the grade of Senior Accounts Assistant Grade AD 8 or in a comparable position for a minimum period of three (3) years;
- iii. Passed CPA III / ACCA III from a recognized institution;
- iv. Certificate in Computer Applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

- i. Processing payments;
- ii. Carrying out data capture in the financial system;
- iii. Filing and retrieving of accountable documents;
- iv. Filling of suppliers/service provides withholding and value added tax in the itax;
- v. Processing vouchers and committal documents;
- vi. Preparing and maintaining financial records;
- vii. Writing cheques and posting payments and receipt vouchers in the ERP system;
- viii. Ensuring accuracy in the cashbook postings on daily basis;
- ix. Preparing daily bank reconciliation;
- x. Ensuring accounting for imprests on a timely basis;
- xi. Processing of payroll payments;
- xii. Ascertaining accuracy of HELB returns and updating students' details;
- xiii. Reconciling students' accounts;
- xiv. Preparing customer invoices for the services rendered;
- xv. Undertaking regular banking; and
- xvi. Performing any other duties assigned by the Head of Department.

#### 28. NURSING OFFICER II, GRADE AD 9 – 3 POSITIONS

##### Requirements for Appointment

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

- i. Bachelor's Degree in Nursing (BSN) from a recognized institution;  
OR  
Higher National Diploma in Nursing from a recognized institution;
- ii. Served in the grade of Nursing Officer III Grade AD 8 for a minimum period of three (3) years;
- iii. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification;
- iv. Be registered by the Nursing Council of Kenya;
- v. Valid practicing license;
- vi. Certificate in Computer Applications skills from a recognized institution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

##### Duties and Responsibilities

- i. Administering drugs to patients;
- ii. Keeping records of drugs administered;
- iii. Treating minor ailments;
- iv. Counselling Staff patients/clients;
- v. Assessing patients' needs for nursing services;
- vi. Dispensing drugs to patients; and
- vii. Perform any other duties assigned by the Head of Department.

#### 29. PUBLIC HEALTH OFFICER II, GRADE AD 9 – 1 POSITION

##### Requirements for Appointment

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

- i. Bachelor's Degree in Environmental Health or Public Health from a recognized Institution;



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

OR

Higher Diploma in Environmental Health or Public Health from a recognized Institution with six (6) years' work related experience.

- ii. Served in the grade of Public Health Officer III Grade AD8 or in a comparable position for a minimum period of three (3) years;
- iii. Registered with the relevant professional body;
- iv. Have a valid current practicing license; and
- v. Have Certificate in Computer Applications from a recognized institution.

#### Duties and Responsibilities

- i. Identifying environmental health issues;
- ii. Maintaining up to date records of services rendered;
- iii. Implementing vector, vermin and, rodent control measures;
- iv. Implementing integrated mosquito control strategies;
- v. Issuing of and statutory notices;
- vi. Inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water;
- vii. Undertaking inspection for preventive maintenance of health care facilities;
- viii. Overseeing construction of sanitary facilities;
- ix. Collecting water and food samples for bacteriological and chemical analysis;
- x. Initiating and implementing Community Based Health Care Programmes;
- xi. Implementing integrated mosquito control and other public health strategies;
- xii. Following up on proper collection and disposal of solid waste;
- xiii. Coordinating of fumigation services to ensure quarterly fumigation of halls of residence and any other building within the Institution;
- xiv. Taking waste and fresh water samples for testing to determine degree of effluence;
- xv. Examining and issuing of Medical Examination Certificate;
- xvi. Maintaining Records of disease outbreaks;
- xvii. Coordinating outreach programmes;
- xviii. Preparing and issuance of certificate of inspection to all buildings within the institution; and
- xix. Performing any other duties assigned by the Head of Department.

### 30. HOSPITALITY OFFICER II, GRADE AD 9 – 1 POSITION

#### Requirements for Appointment

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

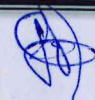
- i. Bachelor's degree in any of the following disciplines:- Hotel and Hospitality Management; Hotel and Catering Management; Hospitality and Institutional Management, Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Hospitality Officer III Grade AD 8 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Application skills course from a recognized institution;
- iv. Refresher Certificate in Supervisory Management Course from a recognized institution;
- v. Valid Certificate of Health for food Handlers; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

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



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



- vii. Performing any other duties assigned by the Head of Department.

### 31. ICT OFFICER II, GRADE AD 9 – 3 POSITIONS

#### Requirements for Appointment

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

- i. Bachelor's Degree in Information & Communication Technology (ICT) or equivalent qualification from a recognized institution;
- ii. Served in the grade of ICT Officer III Grade AD 8 or in a comparable position for a minimum period of three (3) years;
- iii. A holder of Professional qualification; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

- i. Assisting the Webmaster in development and maintenance of the University website;
- ii. Gathering and collection of web update information from end-user units;
- iii. Assisting the maintenance Engineer in organizing the operation and maintenance of computer hardware, Uninterruptible Power Supplies (UPS), printers, scanners and other ICT electronic equipment;
- iv. Assisting the Maintenance Engineer in providing guidance and procedures for operations and maintenance of computing systems (hardware, software and networks) and data communication systems;
- v. Preparing and monitoring of maintenance procedures;
- vi. Assisting senior officers in the design, development, installation, configuration and maintenance of software; maintaining and upgrading of computer software;
- vii. Assisting the Database Administrator in planning, designing and implementing the University corporate databases;
- viii. Performing database backups, monitoring, tuning and data recovery procedures;
- ix. Ensuring database security and assisting Computer Programmers with database issues;
- x. Controlling and monitoring database usage;
- xi. Working closely with the Senior Network Administrator to determine future network needs and plan for network changes;
- xii. Installing network and computer systems;
- xiii. Maintaining, repairing and upgrading network and computer systems;
- xiv. Diagnosing and fixing problems or potential problems with the network and its hardware, software and systems;
- xv. Monitoring network and systems to improve performance;
- xvi. Developing methods and tools to be used to test and implement new LAN/WAN equipment;
- xvii. Installing, maintaining, upgrading, and troubleshooting switches (HP and CISCO), routers, gateways, firewalls, and other networking infrastructure for local area and wide area networks (LAN/WAN), including Internet connectivity;
- xviii. Creating projects that are designed to either add functionality required by the institution or to address ongoing network failure issues;
- xix. Engaging in regular network troubleshooting activities and resolve network connectivity issues;
- xx. Analyzing the current network structure and submitting quarterly comprehensive reports to the Senior Network Administrator on how to make the network more efficient;
- xxi. Providing primary technical support and maintenance of campus fiber (single and multi-mode), Cat6, Cat5e, coaxial and voice cable systems; and
- xxii. Performing any other duties assigned by the Head of Department.





**32. ASSISTANT LIBRARIAN II/ASSISTANT SYSTEM LIBRARIAN II, GRADE AD 9 – 3 POSITIONS****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. Bachelor's Degree in Library Studies, Library Science, Information Science (IT Option) or equivalent qualification from a recognized institution;
- ii. Served in the grade of Senior Library Assistant III Grade AD 8 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Applications from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Ordering for new books, journals and any other periodicals/publications and materials needed in the Library;
- ii. Indexing & abstracting journal articles;
- iii. Dealing with Library correspondence;
- iv. Maintaining and updating University data base;
- v. Maintaining close engagements with relevant scholarly communication;
- vi. Charging and discharging library information resources to users;
- vii. Disseminating Information to the University Community;
- viii. Providing reference and referral services to library patrons;
- ix. Distributing publishers' catalogues to faculty deans and heads of departments;
- x. Processing of interlibrary loan requests;
- xi. Cataloguing and classification of newly acquired information resources;
- xii. Verifying bibliographic details of library materials;
- xiii. Supervising of Library Assistants under him/her;
- xiv. Identification of information needs for various types of users;
- xv. Maintaining and interpreting information on library use;
- xvi. Conducting user education programmes;
- xvii. Providing ICT services including all electronic information;
- xviii. Being in charge of certain section/service points within the University Library; and
- xix. Performing any other duties assigned by the Head of Department.

**33. TRANSPORT OFFICER II, GRADE AD 9 – 1 POSITION****Requirements for Appointment****For appointment to this grade, an officer must have:**

- i. Bachelor's degree in Transport and Logistics/Fleet Management/ Automotive/Mechanical/Operation Management;
- ii. Served in the grade of Transport Officer III Grade AD 8 or in a comparable position for a minimum period of three (3) years;
- iii. Valid Driving License Class B,C-1,C; and
- iv. Thorough knowledge of usage and application of computer programs and other technical software like fleet management systems.

**Duties and Responsibilities**

- i. Managing staff within the transport section;
- ii. Organizing Vehicle Safety Stickers & Registration;
- iii. Organizing the repair of any damage to vehicles;
- iv. Providing monthly fuel usage report to the Transport Officer for forwarding to Finance;
- v. Providing monthly Vehicle Maintenance cost report to the Transport Officer for analysis;
- vi. Organizing & Scheduling Fleet vehicle maintenance;
- vii. Reviewing daily tasking requests on a weekly basis to ensure all tasking's are within University policy;



- viii. Conducting random inspections of vehicles within the fleet;
- ix. Providing nightly transport tasks to control room supervisor;
- x. Receiving and compiling motor vehicle statistics for management use; and
- xi. Performing any other duties assigned by the Head of Department.

#### 34. PHARMACEUTICAL TECHNOLOGIST III, GRADE AD 8 – 1 POSITION

##### Requirements for Appointment

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

- i. Diploma or Higher Diploma in Pharmaceutical Technology or its equivalent qualification approved by the Pharmacy and Poisons Board from a recognized Medical Training institution;
- ii. Be registered under the Pharmacy and Poisons Board as a Pharmaceutical Technologist; and
- iii. Certificate in Computer Applications from a recognized institution.

##### Duties and Responsibilities

- i. Receiving, interpreting and processing prescriptions;
- ii. Recording prescriptions in a pharmacy unit;
- iii. Pre-packing, repacking and writing instruction labels;
- iv. Verifying and maintaining information relating to drugs issued to patients;
- v. Quantifying, ordering, receiving and recording of drugs and other pharmaceutical supplies;
- vi. Assessing and filling patients' prescriptions;
- vii. Accounting for consumption of drugs/medicines;
- viii. Keeping distribution records of drugs/medicines;
- ix. Maintaining accurate and up to date drugs/medicines movement records/registers;
- x. Stock-taking of drugs and medicinal devices on monthly basis; and
- xi. Perform any other duties assigned by the Head of Department.

#### 35. MEDICAL LABORATORY TECHNOLOGIST III, GRADE AD 8 – 1 POSITION

##### Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines:- Medical Laboratory Science, Medical Laboratory Technology, Biomedical Science or its equivalent qualification from a recognized institution;
- OR**
- Higher Diploma degree in any of the following disciplines:- Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from a recognized institution with three years' work related experience;
  - ii. Registered with the Medical laboratory Technicians and Technologists Board (KMLTTB);
  - iii. Valid practicing license from the relevant professional body;
  - iv. Certificate in Computer Applications from a recognized institution.

##### 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 data base, laboratory stores, records and equipment;
- xviii. Writing laboratory reports; and
- xix. Performing any other duties assigned by the Head of Department.

### 36. EXECUTIVE DRIVER II, GRADE AD 8 – 1 POSITION

#### Requirements for Appointment

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

- i. Diploma in a Relevant field 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 Senior Driver I Grade AD 7 or in a comparable position for a minimum period of three (3) years;
- iv. Passed the Occupational Trade Test for Drivers Grade I;
- v. Public Service Vehicle (PSV) certificate;
- vi. A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- vii. A valid Certificate of Good Conduct from the Kenya Police;
- viii. Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- ix. Defensive driving certificate from Automobile Association (AA) of Kenya or equivalent qualifications 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. Recognizing and reporting abnormal operations of the vehicle;
- iv. Ensuring security of the vehicle on and off the road;
- v. Ensuring safety of passengers and /or goods therein;
- vi. Maintaining cleanliness of the assigned vehicles;
- vii. Carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure, detecting and reporting malfunctioning of vehicle systems;
- viii. Carrying out minor repairs including oiling and greasing;
- ix. Maintaining of work tickets for vehicles assigned;
- x. Demonstrated merit and ability in driving and maintenance of vehicles.
- xi. Ensuring the vehicle has the necessary documentation;
- xii. Ensuring the vehicle has relevant repair tools and serviced on time; and
- xiii. Performing any other duties assigned by the Head of Department.

### 37. RECORDS MANAGEMENT ASSISTANT I, GRADE AD 7 – 1 POSITION

#### Requirements for Appointment

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

- i. Diploma in any of the following disciplines: Records Management; Archives and Records Management; Technology in Archives and Records Management; Information Management; Archives or equivalent qualification from a recognized institution;



- i. Served in the grade of Records Management Assistant II Grade AD 6 or in a comparable position for a minimum period of three (3) years;
- ii. Certificate in Computer Applications from a recognized institution; and
- iii. Demonstrated merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

- i. Dispatching mails and maintaining related registers;
- ii. Ensuring Security of files and documents;
- iii. Redressing of files;
- iv. Ensuring proper handling of documents;
- v. Bringing-up pending correspondence;
- vi. Implementing disposal schedules and disposing closed files in accordance with relevant Government regulations; and
- vii. Performing any other duties assigned by the Head of Department.

### 38. LIBRARY ASSISTANT I, GRADE AD 7 – 3 POSITIONS

#### Requirements for Appointment

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

- i. A Diploma in Library studies or Information Science or equivalent qualifications from a recognized institution;
- ii. Served in the grade of Library Assistant II Grade AD 6 or in a comparable 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

- i. Issuing publications to library users;
- i. Appending amendments to standards;
- ii. Providing data for quarterly reports;
- iii. Maintaining classification and catalogue standards in the library;
- iv. Shelving and circulating periodicals books and other publications;
- v. Compiling overdue materials lists;
- vi. Clearing fines of user accounts upon payment;
- vii. Manning the circulation area;
- viii. Providing reference information services to the users;
- ix. Providing Library user education;
- x. Library clearance of students and staff; and
- xi. Performing any other duties assigned by the Head of Department.

### 39. ASSISTANT GAMES AND SPORTS OFFICER I, GRADE AD 7 – 1 POSITION

#### Requirements for Appointment

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

- i. Diploma either Sports; Physical Education or any other sports discipline from a recognized institution;
- ii. Served in the grade of Assistant Games & Sports Officer II Grade AD 6 or in a comparable position for a minimum period of three (3) years; and
- iii. Demonstrated merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

- i. Supervising marking/setting and ensure environs are safe for use;
- ii. Imparting theoretical knowledge to swimming users;
- iii. Facilitating demonstration of physical exercise to students;



- iv. Ensuring that all the users of sports facilities are accorded optimum safety and training opportunities to the highest standards;
- v. Imparting theoretical knowledge on Life Saving;
- vi. Ensuring provision of handy and adequate First Aid Box/Kit is in place; and
- vii. Performing any other duties assigned by the Head of Department.

#### 40. ASSISTANT CORPORATE COMMUNICATIONS AND MARKETING OFFICER I, GRADE AD 7 – 1 POSITION

##### Requirements for Appointment

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

- i. Diploma in any of the following disciplines:- Journalism; Mass Communications; Public Relations or Marketing; Communication and Media or equivalent qualification from a recognized institution;
- ii. Served in the grade of Assistant Corporate Communications and Marketing Officer II Grade AD 6 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Applications from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

##### Duties and Responsibilities

- i. Providing input in the development of communication and media strategy;
- ii. Editing stories on various topical issues before release;
- iii. Managing simple assignment and projects;
- iv. Managing events in liaison with Faculties/departments concerned;
- v. Preparing media releases; and
- vi. Perform any other duties assigned by the Head of Department.

#### 41. PRINTING ASSISTANT II, GRADE AD 6 – 2 POSITIONS

##### Requirements for Appointment

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

- i. Diploma in any of the following disciplines:- Printing Technology Administration or equivalent qualification from a recognized institution;
- ii. Served in the grade of Printing Assistant III Grade AD 5 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Applications skills from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

##### Duties and Responsibilities

- i. Up-dating of production chart- boards;
- ii. Posting direct operational hours to cost cards;
- iii. Holding copy;
- iv. Exposing line work;
- v. Processing films and plates;
- vi. Cleaning and maintaining machinery and equipment;
- vii. Filing and recording plates, film and artworks;
- viii. Opaqueing films;
- ix. Counting and packing parcels of finished goods;
- x. Preservation of plates;
- xi. Operating A4 and A3 printing machines;
- xii. Handling folding printed documents; and
- xiii. Performing any other duties assigned by the Head of Department.



**42. ASSISTANT MEDICAL COUNSELLOR II, GRADE AD 6 – 1 POSITION****Requirements for Appointment**

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

- i. Diploma in Counselling or equivalent qualification from a recognized Institution;
- ii. Certificate in HTS from institutions approved by NASCOP;
- iii. Served in the grade of Assistant Medical Counsellor III Grade 5 or in a comparable and relevant position for a minimum period of three (3) years;
- iv. Certificate in Computer Application skills from a recognized institution.
- v. Demonstrated merit and ability as reflected in work performance and results

**Duties and Responsibilities**

- i. Conducting client intake, individual and group sessions;
- ii. Keeping appropriate records;
- iii. Maintaining safety and infection procedures;
- iv. General health office maintenance; and
- v. Performing any other related duties as may be assigned.

**43. ASSISTANT OFFICE ADMINISTRATOR II, GRADE AD 6 – 4 POSITIONS (SCAI, ADMIN & HR, FESS, PPRI)****Requirements for Appointment**

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

- i. Diploma in Secretarial Studies from the Kenya National Examinations Council;  
**OR**  
Business Education Single and Group Certificates (BES & GC) Stage I, II and III from the Kenya National Examinations Council in the following subjects:-  
(a) Shorthand III (minimum 100 w.p.m);  
(b) Typewriting III (50 w.p.m)/Computerized Document Processing III;  
(c) Business English III/Communications II;  
(d) Commerce II;  
(e) Office Practice II;  
(f) Secretarial Duties II;  
(g) Office Management III/Office Administration and Management III;
- ii. Served in the grade of Assistant Office Administrator III Grade AD 5 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in computer applications from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Taking oral dictation;
- ii. Data processing;
- iii. Preparing responses to simple routine correspondence;
- iv. Managing e-office;
- v. Operating office equipment;
- vi. Attending to visitors/clients;
- vii. Handling telephone calls and appointments;
- viii. Maintaining office diary and travel itineraries;
- ix. Ensuring Security of office records, equipment and documents, including classified materials;
- x. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xi. Maintaining an up to date filing system in the office;
- xii. Ensuring Security, integrity and confidentiality of data;
- xiii. Managing office protocol and etiquette;
- xiv. Supervising of office cleaning; and



- xv. Performing any other duties assigned by the Head of Department

#### 44. RECORDS MANAGEMENT ASSISTANT II, GRADE AD 6 – 1 POSITION (FESS)

##### Requirements for Appointment

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

- i. Diploma in any of the following disciplines: Records Management; Archives and Records Management; Technology in Archives and Records Management; Information Management; Archives or equivalent qualification from a recognized institution;
- ii. Served in the grade of Records Management Assistant III Grade AD 5 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Applications from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

##### Duties and Responsibilities

- i. Receiving, opening, sorting and recording mails;
- ii. Opening and labelling files;
- iii. Dispatching mails and maintaining related registers;
- iv. Ensuring Security of files and documents;
- v. Redressing of files;
- vi. Ensuring proper handling of documents;
- vii. Bringing-up pending correspondence;
- viii. Implementing disposal schedules and disposing closed files in accordance with relevant government regulations; and
- ix. Performing any other duties assigned by the Head of Department.

#### 45. SUPPLY CHAIN MANAGEMENT ASSISTANT II, GRADE AD 6 – 2 POSITIONS

##### Requirements for Appointment

For appointment to this grade, an officer 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;
- ii. Level 3 CIPS Advanced certificate in purchasing and supplies or equivalent;
- iii. Served in the grade of Supply Chain Management Assistant III Grade AD 5 or in a comparable position for a minimum period of three (3) years;
- iv. Certificate in computer applications from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

##### Duties and Responsibilities

- i. Receiving and issuing of stores;
- ii. Preparing and maintaining stores records;
- iii. Supervising attendants in the store and vehicle loading/unloading operations;
- iv. Stocktaking and reconciliation;
- v. Safe custody, coding and cleanliness of stores;
- vi. Proper preservation of stores;
- vii. Maintaining stores records; and
- viii. Performing any other duties assigned by the Head of Department.



**46. SENIOR DRIVER II, GRADE AD 6 – 2 POSITIONS****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. Diploma in a Relevant field 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 Senior Driver III Grade AD 5 or in a comparable position for a minimum period of three (3) years;
- iv. Passed the Occupational Trade Test for Drivers Grade I;
- v. A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- vi. Public Service Vehicle (PSV) certificate;
- vii. A valid Certificate of Good Conduct from the Kenya Police;
- viii. Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- ix. Defensive driving certificate from Automobile Association (AA) of Kenya or equivalent qualification 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. Recognizing and reporting abnormal operations of the vehicle;
- iv. Ensuring security of the vehicle on and off the road;
- v. Ensuring safety of passengers and /or goods therein;
- vi. Maintaining cleanliness of the assigned vehicles;
- vii. Carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure, detecting and reporting malfunctioning of vehicle systems;
- viii. Carrying out minor repairs including oiling and greasing;
- ix. Maintenance of work tickets for vehicles assigned;
- x. Demonstrated merit and ability in driving and maintenance of vehicles.
- xi. Ensuring the vehicle has the necessary documentation;
- xii. Ensuring the vehicle has relevant repair tools and serviced on time; and
- xiii. Performing any other duties assigned by the Head of Department.

**47. ASSISTANT HOUSEKEEPER II / ASSISTANT CATERESS II, GRADE AD 6 – 1 POSITION****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. Diploma in any of the following disciplines:- Catering and Hotel Management; Housekeeping and Front Office Management; Food and Beverage Production and Service; Food and Beverage Management; Institutional and Catering Management and Hospitality Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Assistant Housekeeper III/ Assistant Cateress III Grade AD 5 or in a comparable position for a minimum period of three (3) years;
- iii. Certificate in Computer Application skills from a recognized institution;
- iv. Refresher Certificate in Supervisory skills course from a recognized institution;
- v. Valid Certificate of Health for food Handlers; and
- vi. Demonstrated merit and ability are reflected in work performance and results.

**Duties and Responsibilities**

- i. Preparing of menus, their costing and food delivery;
- ii. Supervision of cleanliness of catering and hostel facilities;
- iii. Managing of laundry;





- iv. Maintaining of linen, furniture, bedding and keeping proper records of catering and hostel stores/inventory;
- v. Ensuring general welfare of students and patrons;
- vi. Room allocation;
- vii. Taking responsibility for receipt, storage and issue of foodstuff and sundries; and
- viii. Performing any other duties assigned by the Head of Department.

#### 48. SENIOR CLERICAL OFFICER, GRADE AD 5 – 3 POSITIONS (ACADEMIC AFFAIRS, ADMINISTRATION & HR, KISWAHILI AND AFRICAN LANGUAGES)

##### Requirements for Appointment

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

- i. Certificate in any of the following disciplines:- Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other equivalent qualification from a recognized institution;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or equivalent qualification from a recognized institution.
- iii. Served in the grade of Clerical Officer I Grade AD 4 or in a comparable position for a minimum period of three (3) years;
- iv. Certificate in Computer Applications from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

##### Duties and Responsibilities

- i. Coordinating clerical work in a section;
- ii. Inducting new clerical officers, and supervising and guiding clerical staff;
- iii. Compiling and computing financial or statistical records from sources of data;
- iv. Verifying compiled statistical records for accuracy preparation of advertisement indents;
- v. Processing of pension documents;
- vi. Ensuring implementation of decisions by relevant committees;
- vii. Preparing of agenda for meetings;
- viii. Maintenance of stores, records and equipment inventory;
- ix. Preparing of estimates of expenditure;
- x. Assisting in the preparation of the general office services expenditure;
- xi. Assisting in planning office accommodation and layout;
- xii. Preparing of estimates of records;
- xiii. Processing of documents for issue of licenses or certificates under relevant acts;
- xiv. Preparing and maintenance of records and ensuring proper maintenance of filing system;
- xv. Coaching and mentoring clerical staff; and
- xvi. Performing any other duties assigned by the Head of Department.

#### 49. SENIOR COOK, GRADE AD 5 – 3 POSITIONS

##### Requirements for Appointment

##### For appointment to this grade a candidate must have:

- i. Certificate in Food Production or Food and Beverage Sales and Service from a recognized institution or its equivalent from a recognized institution;
- ii. Served in the grade of Cook 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. Valid Certificate of Health for food Handlers; and
- v. Demonstrated merit and ability as reflected in work performance and results.



**Duties and Responsibilities**

- i. Provide input in maintaining standard recipes;
- ii. Ensuring cleanliness of kitchen equipment;
- iii. Carryout food preparation, cooking, placement and delivery of foodstuff;
- iv. Providing input in the revision of menus/dietary requirements;
- v. Planning for food orders; and
- vi. Performing any other duties assigned by the Head of Department.

**50. SENIOR WAITER/WAITRESS, GRADE AD 5 – 3 POSITIONS****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. Attended Craft Certificate in Food and Beverage; Sales and Service or its equivalent from a recognized institution;
- ii. Served in the grade of Waiter I/Waitress 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. Certificate in Supervisory skills course from a recognized institution;
- v. Valid Certificate of Health for food Handlers; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Taking orders and serving food and beverages;
- ii. Ensuring tables and counters are set;
- iii. Ensuring tables are cleared;
- iv. Allocating duties to waiters;
- v. Ensuring high standards of restaurant hygiene and food hygiene are maintained;
- vi. Preparing meeting rooms;
- vii. Making menu recommendations;
- viii. Supervising and training all staff working under him/her; and
- ix. Performing any other duties assigned by the Head of Department.

**51. SENIOR JANITOR III, GRADE AD 5 – 1 POSITION****Requirements for Appointment****For appointment to this grade, a candidate must:-**

- i. Diploma in any of the following disciplines:- Institutional Management, Hospitality and Tourism Management, Hotel & Restaurant Management, Criminology; Criminology and Criminal Justice; Criminology and Fraud Management; Criminology and Security Management; Security Management or equivalent qualification from a recognized institution;
- ii. Served in the grade of Janitor I Grade AD 4 or in a comparable position, for a minimum period of three (3) years;
- iii. A First Aid Certificate from a recognized institution;
- iv. A valid Certificate of Good Conduct;
- 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 students' halls of residence;
- ii. Providing input in investigative activities within the Halls of Residence;
- iii. Sending alerts on Security incidents for safeguard measures;
- iv. Maintaining a Security logbook and occurrence books for all Security related incidents in the Halls of Residence;
- v. Intelligence gathering;



- vi. Writing of incident reports;
- vii. Reporting suspected offenders; and
- viii. Performing any other duties assigned by the Head of Department.

## 52. SENIOR LIBRARY ATTENDANT, GRADE AD 5 – 1 POSITION

### 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;
- 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. Assist 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.

## 53. SENIOR DRIVER III, GRADE AD 5 – 3 POSITIONS

### Requirements for Appointment

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

- i. Diploma in a Relevant field from a recognized Institution;  
**OR**  
A valid driving license free from any Current endorsement(s) for class (es) of vehicle (s) an officer is required to drive and Served in the grade of Driver I or in a comparable position for a minimum period of three (3) years;
- ii. Passed the Occupational Trade Test for Drivers Grade I;
- iii. Served in the grade Driver I Grade AD 4 or in a comparable position, for a minimum period of three (3) years;
- iv. Public Service Vehicle (PSV) certificate;
- v. Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualifications from a recognized institution;
- vi. A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;



- vii. A valid Certificate of Good Conduct from the Kenya Police;
- viii. Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- ix. Defensive Driving Certificate from a recognized and valid driving 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. Recognizing and reporting abnormal operations of the vehicle;
- iv. Ensuring security of the vehicle on and off the road;
- v. Ensuring safety of passengers and /or goods therein;
- vi. Maintaining cleanliness of the assigned vehicles;
- vii. Carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure, detecting and reporting malfunctioning of vehicle systems;
- viii. Carrying out minor repairs including oiling and greasing;
- ix. Maintaining of work tickets for vehicles assigned;
- x. Demonstrated merit and ability in driving and maintenance of vehicles;
- xi. Ensuring the vehicle has the necessary documentation;
- xii. Ensuring the vehicle has relevant repair tools and serviced on time; and
- xiii. Performing any other duties assigned by the Head of Department.

#### 54. SENIOR ARTISAN, GRADE AD 5 – 2 POSITIONS

##### Requirements for Appointment

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

- i. Certificate in Mechanical, Electrical, Building Construction, Water from a recognized institution;
- ii. National Trade Test I certificate in the area of specialization from National Industrial Training Authority or equivalent qualification from a recognized institution;
- iii. Served in the grade of Artisan I Grade AD 4 or in a comparable position for a minimum period of three (3) years;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

##### Duties and Responsibilities

- 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;
- xi. Interpreting simple drawings; and
- xii. Performing any other duties assigned by the Head of Department.



**55. SUPPLY CHAIN MANAGEMENT ASSISTANT III, GRADE AD 5 – 1 POSITION****Requirements for Appointment**

For appointment to this grade, an officer 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. Served in the grade of Supplies Chain/Stores Clerk Grade AD 4 or in a comparable position for a minimum period of three (3) years; and
- iii. Certificate in computer applications from a recognized institution.

**Duties and Responsibilities**

- i. Issuing/receiving of stores;
- ii. Preparing and maintaining stores records;
- iii. Supervising warehouse attendants;
- iv. Stocktaking and reconciliation;
- v. Ensuring custodian of Stores;
- vi. Ensuring proper preservation of stores;
- vii. Maintaining stores records; and
- viii. Performing any other duties assigned by the Head of Department.

**56. OFFICE ASSISTANT I, GRADE AD 4 – 3 POSITIONS****Requirements for Appointment**

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

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade D (Plain) or equivalent qualification from a recognized institution;
- ii. Certificate in a relevant field from a recognized institution;
- iii. Served in the grade of Office Assistant II Grade 3 or in a comparable position for a minimum period of three (3) years; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Delivering mails and postage and maintaining a delivery register;
- ii. Maintaining general cleanliness around the area of deployment, collection and disposal of litter;
- iii. Locking and opening office premises;
- iv. Performing general gardening and maintaining lawns;
- v. Carrying out photocopying, franking and document binding;
- vi. Allocating work to Support staff;
- vii. Developing duty roster;
- viii. Ensuring cleanliness in offices and other facilities;
- ix. Supervising Support staff;
- x. Ensuring proper sanitation; and
- xi. Performing any other duties assigned by the Head of Department.



**57. DINING HALL I/ KITCHEN ATTENDANT I/HOSTEL ATTENDANT II, GRADE AD 4 – 1 POSITION****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. Certificate in Food Production or food and beverage production sales and service, Institutional Management, Hotel and Restaurant Management from a recognized institution;
- ii. Kenya Certificate of Secondary Education mean grade D+ (Plus) or its equivalent qualification;
- iii. Served in the grade of a Hostel/Dining Hall /Kitchen Attendant II Grade AD 3 or in a comparable position for a minimum period of (3) years;
- iv. Certificate in Computer Application skills from a recognized institution;
- v. Valid Certificate of Health for food Handlers; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Assisting in foods preparation and service, using appropriate tools and equipment;
- ii. Cooking of food;
- iii. Identifying and reporting defects or problems concerning kitchen equipment, and other unusual conditions;
- iv. Ensuring that the hostel/kitchen/ dining hall is cleaned according to the cleaning checklist and schedule;
- v. Arranging and cleaning the hostel/kitchen store and dining hall furniture accordingly;
- vi. Setting up and preparing equipment for use in food preparation and service; and
- vii. Performing any other duties assigned by the Head of Department.

**58. LIBRARY ATTENDANT I, GRADE AD 4 – 4 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 II Grade AD 3 or in a comparable position for a minimum period of three (3) years;
- iii. Good interpersonal and communication skills;
- iv. Certificate in Computer application skills from a recognized institution; 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. Filling of borrowing cards;
- vii. Sending reminder notices for overdue publications;
- viii. Updating the catalogue;
- ix. Photocopying gazette notices with published standards and circulating to quality control officers;
- x. Shelving new and returned books;
- xi. Ensuring that shelves are tidy and publications are filed in their right places;
- xii. Receiving newspapers and magazines and maintaining their records;
- xiii. Manning the circulation area; and
- xiv. Performing any other duties assigned by the Head of Department.



A handwritten signature in blue ink, appearing to be 'G. G.', is located in the bottom right corner of the page.

**59. DRIVER I, GRADE AD 4 – 1 POSITION****Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i. A valid driving license free from any Current endorsement(s) for class(es) of vehicle (s) an officer is required to drive;
- ii. Served in the grade of Driver II Grade AD 3 or in a comparable position for a minimum period of three (3) years;
- iii. Passed the Occupational Trade Test Grade II;
- iv. Public Service Vehicle (PSV) certificate;
- v. Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualifications from a recognized institution;
- vi. A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- vii. A valid Certificate of Good Conduct from the Kenya Police; and
- viii. Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution; and
- ix. 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. Ensuring security of the vehicle on and off the road;
- iv. Ensuring 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;
- x. Ensuring the vehicle has relevant repair tools and serviced on time; and
- xi. Performing any other duties assigned by the Head of Department.

**60. SECURITY ASSISTANT I, GRADE AD 4 – 3 POSITIONS****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 II Grade AD 3 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. Supervising of contracted security guards;
- viii. Intelligence gathering;
- ix. Appear before Disciplinary committee or court of law to testify on incidences;



- x. Monitoring of CCTV;
- xi. Writing of incident reports; and
- xii. Performing any other duties assigned by the Head of Department.

#### 61. OFFICE ASSISTANT I, GRADE AD 4 – 1 POSITION

##### Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade D (Plain) or equivalent qualification from a recognized institution;
- ii. Certificate in a relevant field from a recognized institution;
- iii. Served in the grade of Office Assistant II Grade AD 3 or in a comparable position for a minimum period of three (3) years; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

##### Duties and Responsibilities

- i. Delivering mails and postage and maintaining a delivery register;
- ii. Maintaining general cleanliness around the area of deployment, collection and disposal of litter;
- iii. Locking and opening office premises;
- iv. Performing general gardening and maintaining lawns;
- v. Carrying out photocopying, franking and document binding;
- vi. Allocating work to Support staff;
- vii. Developing duty roster;
- viii. Ensuring cleanliness in offices and other facilities;
- ix. Supervising Support staff;
- x. Ensuring proper sanitation; and
- xi. Performing any other duties assigned by the Head of Department.

#### 62. OFFICE ASSISTANT II, GRADE AD 3 – 1 POSITION

##### Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade D (Plain) or equivalent qualification from a recognized institution;
- ii. Certificate in a relevant field from a recognized institution;
- iii. Served in the grade of Office Assistant III Grade 2 or in a comparable position for a minimum period of three (3) years; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

##### Duties and Responsibilities

- i. Delivering mails and postage and maintaining a delivery register;
- ii. Moving and arranging office equipment and furniture;
- iii. Carrying out photocopying and document binding;
- iv. Maintaining general cleanliness around the area of deployment, collection and disposal of litter;
- v. Performing general gardening and maintaining lawns;
- vi. Locking and opening office premises;
- vii. Performing general gardening and maintaining lawns;
- viii. Ensuring proper sanitation; and
- ix. Performing any other duties assigned by the Head of Department.





### 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.

All applicants 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 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 **Tuesday, 16<sup>th</sup> March, 2021** 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 ABA 308

### Note:

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

