



UNIVERSITY OF KABIANGA

VACANCIES

Applications are invited from suitably qualified candidates for the following posts. Ten (10) copies of applications should be submitted together with an updated Curriculum Vitae giving details of the applicant's; age, marital status, academic and professional qualification, working experience, present post and salary, telephone contact, email address, names and referees plus copies of the certificates and testimonials. The reference number of the position applied should be clearly indicated on both the application letter and the envelope.

All applications to be addressed to:

Deputy Vice-Chancellor (Administration & Finance)
University of Kabianga
P. O. BOX 2030 - 20200
KERICHO

So as to reach him not later than **15th December, 2023**. Applicants are advised to contact their referees and request them to send their letters of reference to the above address. The referees should write and send their recommendations, under sealed envelopes within three weeks from the date of the advertisement.

N/B: University of Kabianga is an equal opportunity employer and therefore applicants of both gender and persons living with disability are encouraged to apply. Only short listed candidates will be contacted.



ISO 9001:2015 CERTIFIED INSTITUTION

I. OFFICE OF THE VICE-CHANCELLOR

A. AUDIT DEPARTMENT

1) Chief Internal Auditor Grade 14 (1 Position) -UOK/ADM./1/10/23

Requirements

Must have:-

- i. A Masters degree in Accounting/ Finance or its equivalent from a recognized Institution
- ii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iii. CPA (K)
- iv. 12 years experience 4 years of which must have served at grade 13.
- v. Must be a registered member of ICPAK or an equivalent professional body.
- vi. CISA /CIA holders will have an added advantage.
- vii. Practical knowledge of ICT in a relevant area is mandatory.

Duties and Responsibilities

- i. Review and develop audit techniques and procedures.
- ii. Draw up audit programmes under guidance of the Chief Internal Auditor.
- iii. Issue primary audit reports, queries and observations.
- iv. Responsible for supervision and appraisal of staff.
- v. Ensure implementation of Audit policies and programmes in the University.
- vi. Perform any other duties that may be assigned by the supervisor

2) Risk Officer Grade 11 (1 Position) -UOK/ADM./2/10/23

Requirements

- i. Masters degree in business related field
- ii. A business-related degree or equivalent (Bachelor of Commerce, Economics, Business Administration) from a recognized University.
- iii. Professional qualifications and/or certification in Risk Management.
- iv. Membership to a recognized professional body in Risk Management.
- v. Three (3) years middle level management experience with clear understanding of and knowledge in Enterprise Risk Management Framework Implementation.
- vi. Must have good interpersonal and analytical skills.

Duties and Responsibilities

- i. Planning, designing and implementing an overall risk management process for the University.
- ii. Risk assessment, which involves analyzing risks as well as identifying, describing and estimating the risks affecting the Institution;
- iii. Risk evaluation, which involves comparing estimated risks with criteria established by the University such as costs, legal requirements and environmental factors and evaluating the organization's previous handling of risks;
- iv. Updating and monitoring implementation of the University's Risk Appetite Statement to ensure risks are managed within the set tolerance levels;
- v. Develop and update University risk registers;
- vi. Risk reporting in an appropriate way for different audiences, for example, to the board of directors so they understand the most significant risks, to business heads to ensure they are aware of risks relevant to their parts of the business and to individuals to understand their accountability for individual risks;
- vii. Conducting audits of policy and compliance to standards, including liaison with internal and external auditors;
- viii. Undertaking capacity building and awareness on Enterprise Risk Management, including legal and regulatory compliance in the University.
- ix. Provision of secretariat and other support for Risk Management Committee.
- x. Performing any other duties as may be assigned by the immediate Supervisor.

3) Information Systems Auditor Grade 9/10 (1 Position)-UOK/ADM./3/10/23

Requirements

- i. Undergraduate degree in Computer Science or IT related field from a recognized university;
- ii. Professional Qualifications in Certified Information Systems Audit (CISA) or Certified Information Systems Management (CISM) is desirable.
- iii. Three (3) years' experience in Information Systems audit within an internal audit function or external audit work experience specializing in Information Systems audit from a reputable institution.

- iv. Possession of qualifications such as CIA, CPA or ACCA is an added advantage.
- v. Ability to apply professional and other skills acquired in an Enterprise Resource Planning environment.
- vi. Good understanding of information systems controls and techniques for evaluating such controls, concept of risk and risk assessment.
- vii. Sufficient understanding of diverse information systems environment and architecture, software, computer operations and systems lifecycle.
- viii. Thorough understanding of business processes and of Network Security and controls for LAN/WAN.
- ix. Detailed knowledge of information systems governance and security principles and practices.
- x. Ability to gather data, compile information and prepare reports;
- xi. Demonstrate deep understanding of the internal audit process, controls, procedures and investigation techniques;
- xii. Excellent communication, analytical, planning, organizational and interpersonal skills.

Duties and Responsibilities

- i. Conducting regular risk assessments in University's Information System and recommend measures to mitigate them;
- ii. Contribute to the development of the annual Information Systems audit plan, programmes and schedules on priority basis.
- iii. Execute Information systems audit reviews based on the annual Information Systems Audit plan;
- iv. Perform audits of information systems controls including data integrity, backup and disaster recovery, data Centre procedures, data communication and access controls, database administration and end user control;
- v. Conduct applications systems audits to determine the completeness and accuracy of transactions that have already been processed and the internal controls therein.
- vi. Evaluate management action and controls needed to manage risks effectively, advise and where needed facilitate improvements;
- vii. Monitor the implementation and operation of defined controls and recommendations on an ongoing basis;
- viii. Ensure that the University's information technology is in compliance with the University's Policies and Procedures requirements;
- ix. Assist in IT and other fraud investigations.
- x. Any other duty as may be assigned by immediate supervisor.

B. DIRECTORATE OF ICT

4) Senior Assistant Web Master- Re-advertisement Grade 11 (1 Position) -UOK/ADM./4/10/23

Applicants must have a Bachelor's degree in Computer Science/Information Technology or its equivalent from an accredited and recognized University.

In addition, applicants must have the following:

- i) Minimum of Six (6) years work experience in a relevant field.
- ii) Working experience with CMS (Drupal is preferred)
- iii) Experience with LAMP and scripting such as: PHP, Apache Web Server, and My SQL.
- iv) Proficient in Bootstrap, HTML/CSS, XML and development best practices.
- v) Knowledge of web analytics and SEO (Google analytics is preferred)
- vi) Experience in developing and maintaining databases.
- vii) Master's Degree in Information Systems or its equivalent from an accredited and recognized University will be an added advantage.

Duties and responsibilities

- i) Assisting the Webmaster in planning, designing, developing, implementing and maintaining university corporate websites.
- ii) Organizing, configuration, operation and maintaining the Servers and Networks.
- iii) Writing and testing computer programs
- iv) Assisting in the implementation of computer systems and providing end user support.
- v) Maintaining and upgrading of computer hardware and software
- vi) Design, development, organization, configuration, operation and maintenance of Database systems
- vii) Any other duties as may be assigned by the ICT Director.

II. ACADEMIC & STUDENT AFFAIRS DIVISION

A. SCHOOL OF SCIENCE AND TECHNOLOGY

Department of Mathematics, Actuarial and Physical Sciences

5) Lecturer –Pure Mathematics-Re-advertisement - Grade 12 (1 Position) -UOK/ AC/1/10/23

Requirements

Applicant should have:

- i. A PhD degree in Pure Mathematics from a recognized and accredited University.
- ii. Master's degree in Pure Mathematics from a recognized and accredited University.
- iii. Three (3) years teaching experience at University level or in research or in industry.
- iv. A minimum of 24 publication points of which at least 16 should be from refereed journal papers;
- v. Registered with relevant professional body (where applicable)
- vi. Show evidence of attendance and contribution at learned conferences, seminars or workshops; and evidence of continued research.

Duties and Responsibilities

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate Level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the graduate level.
- iv. Participate in the development of undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects
- vi. Provide professional and community services and initiate linkages and fundraising.
- vii. Carry out administrative and other duties & responsibilities as may be assigned

Department of Biological Sciences

6) Technologist (Botany) Re-advertisement –Grade 7/8 (1- Positions) - UOK/AC/2/10/23

Applicants should have:

(i) Bachelor degree in relevant discipline from recognized institution with at least 3 years work experience in a teaching/research laboratories.

OR

(ii) Higher National Diploma KNEC in applied biology from recognized institution, with at least 3 years work experience in a teaching/research laboratories

(iii) Diploma in applied biology KNEC from recognized institution.

(iv) Certificate in Computer Applications from a recognized institution

B. SCHOOL OF BUSINESS AND ECONOMICS

Department of Marketing, Management Science, Tourism and Hospitality

7) Lecturer – Tourism Grade 12(1 Position) -UOK/AC/3/10/23

Applicants should have:

- i. A PhD degree in Tourism from a recognized and accredited University.
- ii. A Master's degree in Tourism from a recognized and accredited University.
- iii. Three (3) years teaching experience at University level or in research or in industry.
- iv. Minimum 24 publication points of which at least 16 should be from refereed journal papers;
- v. Registered with relevant professional body (where applicable)
- vi. Show evidence of attendance and contribution in learned conferences, seminars or workshops; and evidence of continued research.

Duties and Responsibilities

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate Level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the graduate level.
- iv. Participate in the development of undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects
- viii. Provide professional and community services and initiate linkages and fundraising.
- ix. Carry out administrative and other duties & responsibilities as may be assigned

8) Technologist (Hospitality Laboratory) Grade 7/8(1 Position)- UOK/AC/4/10/23

Requirements for direct appointment

Must have:

- i. Bachelors degree in Hospitality Management or any other related field from a recognized institution with at least (3) years experience
- ii. Diploma in a relevant discipline will be an added advantage

Duties and Responsibilities

- i. Collection and preparation of teaching and research materials.
- ii. Arranging equipment for practical
- iii. Guide students during practicals
- iv. Ensure adherence to good laboratory practices and safety
- v. Experience with back and front of the house kitchen operations
- vi. Experience ordering food and beverage, including cost controls and purchasing
- vii. Knowledge or experience in maintaining equipment and operations in a commercial kitchen
- viii. Experience planning, scheduling, organizing, and implementing Hospitality events.

- ix. Train and furnish work direction to instructional assistants and student assistants.
- x. Perform any other duties as may be directed and assigned by the Head of Department.

C. SCHOOL OF EDUCATION, ARTS & SOCIAL SCIENCES

Department of Linguistics, Literature and Communication

9) Lecturer – Literature 12 (1 Position) -UOK/AC/5/10/23

Requirements

Applicants should have:

- i. A PhD degree in Literature from a recognized and accredited University.
- ii. A Master's degree in Literature from a recognized and accredited University.
- iii. Three (3) years teaching experience at University level or in research or in industry.
- iv. A minimum of 24 publication points of which at least 16 should be from refereed journal papers;
- v. Registered with relevant professional body
- vi. Show evidence of attendance and contribution at learned conferences, seminars or workshops; and evidence of continued research.

Duties and Responsibilities

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate Level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the graduate level.
- iv. Participate in the development of undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects
- vi. Provide professional and community services and initiate linkages and fundraising.

- vii. Carry out administrative and other duties & responsibilities as may be assigned

D. ACADEMIC AFFAIRS DEPARTMENT

10) Assistant Registrar (Academics) Grade 12 (2 Positions) - UOK/AC/6/10/23

Requirements for Direct Appointment

- i. A relevant Masters degree from a recognized University
- ii. CS Part III
- iii. A relevant Bachelors degree from a recognized University.
- iv. Nine years experience in administrative work 3 years of which must have been at level of grade 11 or its equivalent.
- v. Postgraduate diploma in a relevant field will have an added advantage.
- vi. Must be a registered member of a recognized professional body
- vii. In addition all applicants must be proficient in computer applications packages

Duties and Responsibilities

- i. Responsible for the implementation of administrative functions of the division/ Department or school.
- ii. Taking minutes in various committees
- iii. Supervision of staff under them
- iv. Advice the head of department on all matters relating to the department
- v. Responsible for the setting and implementation of the departmental PC targets
- vi. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department
- vii. Responsible for formulation and implementation of departmental policies
- viii. Responsible for planning for the departmental resources and equipment that will contribute towards achieving University objectives and goals.
- ix. Responsible for planning, coordinating and control of administrative duties within the department
- x. Responsible for training and developing the staff under them

- xi. Responsible for receiving confidential reports for all staff under them and recommend for training, promotion or transfer
- xii. Responsible for the departmental budget
Any other relevant duties as may be assigned to them by the supervisor.

E. STUDENT AFFAIRS DEPARTMENT

11) Deputy Dean of Students Grade 14 (1 Position) -UOK/AC/7/10/23 Requirements for Direct Appointment

Must have:

- i. Masters Degree in Education or Social Sciences or equivalent qualification from a recognized University
- ii. Have served in the grade of Senior Assistant Dean of Students or its equivalent at University level for at least fourteen (14) 4 years of which must be at grade 13 or its equivalent
- iii. Membership of a recognized professional body
- iv. Evidence of high integrity and moral standing
- v. Computer knowledge

Duties and Responsibilities

- i. Liaise with other service departments that affect housing, health, sports and general welfare of students including guidance and academic advisory
- ii. Advise the Students Governing Council (SGC) in matters concerning its functions and expenditure of their finances
- iii. Coordinate UoK SO general elections and ensuring a smooth handing over of offices
- iv. Clear of internal and external student's correspondences
- v. Coordinate, in liaison with the SGC, all types of student entertainments including cultural week activities
- vi. Coordinate student talks, in liaison with wardens, in the halls of residence
- vii. Receive students' disciplinary cases and process them in consultation with the head of division through the Dean of Students
- viii. Supervise and coordinate all students' publication like newsletters and magazines
- ix. Maintain communication (dialogue) between the university administration and the students through UoKSO.
- x. Help in clearing students leaving the country to other countries in conjunction with the ministry of Education
- xi. Coordinate the functions of the Business Centre

xii.Undertake such other relevant duties as may be assigned by the head of department.

12) Assistant Dean of Students Grade 12 (1 Position - UOK/AC/8/10/23

Requirements for Direct Appointment

- i. Masters degree in Social Sciences, Education, Psychology or equivalent from a recognized University
- ii. At least nine (9) years working experience in the provision of student welfare services
- iii. Computer literacy

Duties and Responsibilities

- i. Register student clubs, societies or organizations and supervising annual elections for each of them.
 - ii. Organize community outreaches
 - iii. Supervise and coordinate extra-curricular activities relating to clubs, societies and organizations.
 - iv. Participate in orientation of new students.
 - v. Oversee kitchenette applications and allocation procedures.
- Perform any other relevant duties as may be assigned by the head of department

13) Assistant Student Counselor Grade 11 (1 Position)-UOK/AC/9/10/23

Requirements for Direct Appointment

- i. Masters degree in Guidance & Counseling, Education, Counseling Psychology or Social Sciences with a Post Graduate Diploma in Guidance & Counseling Sciences
- ii. Nine (9) years working experience with students at a tertiary institution and at least three (3) years at the level of an Assistant Student Counselor II Grade 9/10 or its equivalent
- iii. Computer literate

Duties and Responsibilities

- i. Provide individual and group counseling services
- ii. Assist in orientation of new students
- iii. Provide family life education in conjunction with the Health Unit
- iv. Plan for and oversee public lectures, seminars on issues of social and psychological concern
- v. Coordinate, in conjunction with partners, the training of Peer Counselors and Peer Educators
- vi. Supervise Peer Educators/Counselors
- vii. Plan in-reach activities with Peer Educators and Peer Counselors
- viii. Coordinate crisis interventions
- ix. Perform other relevant duties as may be assigned by the section head

F. LIBRARY DEPARTMENT

14) Assistant Systems Librarian Grade 11(1 Position)- UOK/AC/10/10/23

Requirements

- i. Masters Degree in Library and Information Science with IT/ICT option OR Masters in Information Systems or its equivalent.
- ii. Bachelor's Degree in Information Technology (IT) Computer Science OR Library and Information Science (IT) option.
- iii. Minimum five years' experience as a Systems Librarian in a University Library
- iv. Minimum of one article in a peer reviewed journal
- v. Familiarity with standards appropriate to library applications such as MARC 21 (machine readable cataloguing) Html, Z 39.50, e.t.c.
- vi. Thorough knowledge of the applications of computer technology to library operations
- vii. Hands on knowledge on use of Library Management Systems
- viii. Ability to prepare instructional and procedural materials/manuals for Library System, automated resources
- ix. Good working knowledge in SQL, MySQL, HTML, CSS and JavaScript.
- x. Membership to a relevant professional body will be an added advantage

Duties and responsibilities

- i. Monitoring and advising on library & Information Communication Technology matters.
- ii. Managing the library's Local Area Network (LAN) and maintaining links with the Wide Area Network (WAN)
- iii. Maintaining library computer software and hardware particularly: The Integrated Library Management System (KOHA), The Digital Repository (D-space) The Open Journal Systems (RFID and E M Technologies)
- iv. Assisting in the formulation and implementation of policies and procedures, particularly in the area of systems development.
- v. Coordinating and conducting staff training for development of ICT skills in the use of automated systems and computer based products, services and emerging trends.
- vi. Concurrently managing multiple projects, administer systems, troubleshooting computing problems, plan and managing change in the library computing environment and acting as liaison with other information technology professionals.
- vii. Routine troubleshooting of hardware and software and
- viii. Any other relevant duty assigned by the Management.

15) Library Systems Assistant Grade 9/10 (1 Position)- UOK/AC/11/10/23

Requirements

- i. Bachelor's Degree in Library and Information Science with a major in IT, or related field;
- ii. Should be conversant with Library Management Systems (KOHA) and Digital repository (D space);
- iii. Familiarity with standards appropriate to library applications such as MARC21 (machine readable cataloguing), HTML, SQL, MySQL, Z39.50., UNIX language;
- iv. Conversant with LINUX server operating system;
- v. Familiar with data protection laws of Kenya;
- vi. Familiarity with formulation and implementation of policies and procedures, particularly in the area of systems development;
- vii. Ability to prepare instructional and procedural materials/manuals for staff use of the Library System's automated resources;
- viii. Good organizational, interpersonal, oral (make effective oral presentations) and written communication skills.
- ix. Membership to a relevant professional body will be an added advantage.

Duties and responsibilities

- i. Management of all the library digital systems, including but not limited to, Koha, D-space, OPAC, E-resources, OJS, RemoteX, MyLoft
- ii. Management of digital library collections, archives and repositories.
- iii. Training library users and staffs, the use of digital library systems such as e-resources and OPAC.
- iv. Managing the library's Local Area Network (LAN) and maintaining links with the Wide Area Network (WAN);
- v. Provide maintenance services for library computer systems;
- vi. To formulate and generate system activity reports and audit reports;
- vii. Provide user support services to all the library users and staffs in the University
- viii. Establishing long-term library needs in as far as ICT, the library services are concerned.
- ix. To ensure all library systems are compliant with the industry standards; and
- x. Any other relevant duty (-ies) assigned by University Librarian.

10)ADMINISTRATION AND FINANCE DIVISION

A. ADMINISTRATION DEPARTMENT

16) Senior Assistant Registrar (Admin.) Grade 13 (1 Position)

-UOK/ADM./5/10/23

Requirements for Direct Appointment

Must have:

- i. A relevant Masters Degree in the relevant field
- ii. CS (K)
- iii. A relevant Bachelors degree from a recognized University
- iv. At least 12 years experience in administrative work, out of which four (4) must have been served at the level of Assistant Registrar Grade 12 or equivalent
- v. Postgraduate diploma in a relevant field will have an added advantage.
- vi. Must be a registered member of a recognized professional body
- vii. In addition all applicants must be proficient in computer applications packages

Duties and responsibilities

- i. Responsible for the overall and smooth running of the unit/department/section/ school
- ii. Responsible for overall direction and smooth operations in the unit/ department/ section/ school
- iii. Responsible for departmental resources and equipments that will contribute towards achieving University objectives and goals
- iv. Responsible for receiving confidential reports for all staff under them and recommend for training, promotion or transfer
- v. Advice the University on all matters concerning the unit/department/section/ school
- vi. Responsible for setting and implementation of the departmental PC targets
- vii. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department/ unit/ school/section
- viii. Responsible for timely submission of reports
- ix. Responsible for the formulation and implementation of the departmental strategic plan

17) Assistant Registrar (Admin.) (Human Resource) Grade 12 (1 Position) -UOK/ADM./6/10/23

Requirements for Direct Appointment

- i. A relevant Masters degree from a recognized University
- ii. CS Part III
- iii. A relevant Bachelors degree from a recognized University.
- iv. Nine years experience in administrative work 3 years of which must have been at level of grade 11 or its equivalent.
- v. Postgraduate diploma in a relevant field will have an added advantage.
- vi. Must be a registered member of a recognized professional body
- vii. In addition all applicants must be proficient in computer applications packages

Serving Officers

- i. A relevant Masters degree from a recognized University.
- ii. CS Part III
- iii. A relevant Bachelors degree from a recognized University
- iv. Served as Senior Administrative Officer Grade 11 for a period of not less than three (3) years

- v. Postgraduate diploma in a relevant field will have an added advantage.
- vi. must be proficient in computer applications packages
- vii. He/she has shown exemplary performance

Duties and Responsibilities

- i. Responsible for the implementation of administrative functions of the division/ Department or school.
- ii. Taking minutes in various committees
- iii. Supervision of staff under them
- iv. Advise the head of department on all matters relating to the department
- v. Responsible for the setting and implementation of the departmental PC targets
- vi. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department
- vii. Responsible for formulation and implementation of departmental policies
- viii. Responsible for planning for the departmental resources and equipment that will contribute towards achieving University objectives and goals.
- ix. Responsible for planning, coordinating and control of administrative duties within the department
- x. Responsible for training and developing the staff under them
- xi. Responsible for receiving confidential reports for all staff under them and recommend for training, promotion or transfer
- xii. Responsible for the departmental budget
- xiii. Any other relevant duties as may be assigned to them by the supervisor

18) Assistant Registrar (Admin.) (Transport) Grade 12 (1 Position)

-UOK/ADM./7/10/23

Requirements for Direct Appointment

- i. A relevant Masters degree from a recognized University
- ii. CS Part III
- iii. A relevant Bachelors degree from a recognized University.
- iv. Nine years experience in administrative work 3 years of which must have been at level of grade 11 or its equivalent.
- v. Postgraduate diploma in a relevant field will have an added advantage.
- vi. Must be a registered member of a recognized professional body
- vii. In addition all applicants must be proficient in computer applications packages

Serving Officers

- i. A relevant Masters degree from a recognized University.
- ii. CS Part III
- iii. A relevant Bachelors degree from a recognized University
- iv. Served as Senior Administrative Officer Grade 11 for a period of not less than three (3) years
- v. Postgraduate diploma in a relevant field will have an added advantage.
- vi. must be proficient in computer applications packages
- vii. He/she has shown exemplary performance

Duties and Responsibilities

- i. Responsible for the implementation of administrative functions of the division/ Department or school.
- ii. Taking minutes in various committees
- iii. Supervision of staff under them
- iv. Advise the head of department on all matters relating to the department
- v. Responsible for the setting and implementation of the departmental PC targets
- vi. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department
- vii. Responsible for formulation and implementation of departmental policies
- viii. Responsible for planning for the departmental resources and equipment that will contribute towards achieving University objectives and goals.
- ix. Responsible for planning, coordinating and control of administrative duties within the department
- x. Responsible for training and developing the staff under them
- xi. Responsible for receiving confidential reports for all staff under them and recommend for training, promotion or transfer
- xii. Responsible for the departmental budget
- xiii. Any other relevant duties as may be assigned to them by the supervisor.

19) Secretary Grade 5/6 (4 Positions)

-UOK/ADM./8/10/23

Requirements for Direct Appointment:

- i. KCSE Certificate mean grade (C-) or its equivalent.
- ii. Typewriting III (50 w.p.m)
- iii. Office practice II
- iv. Business English II
- v. Secretarial Studies II

- vi. Commerce II
- vii. Shorthand II (80 w.p.m)
- viii. Proficiency in office application programs
- ix. Computerized document processing
- x. The above qualification should be from KNEC
- xi. Computer literate
- xii. Diploma in Secretarial studies from a recognized institution will be an added advantage.

Duties and Responsibilities

- i. Supervise cleaner /messengers.
- ii. Receive telephone calls and customers care duties.
- iii. Type from manuscripts
- iv. Take dictation in shorthand and transcribe.
- v. Operate office Machines (photocopying/scanners/duplicating).
- vi. Undertake routine office duties.
- vii. Access and utilize online information.
- viii. Maintain office diary.
- ix. Any other duties that may be assigned by the immediate supervisor

20) Clerk Grade 3/4 (3 Positions)

-UOK/ADM./9/10/23

Requirements for Direct Appointment

- i. Minimum KCSE mean grade C- (minus)
- ii. A Certificate in Business Management/ records & archives management or its equivalent
- iii. Basic Computer literacy

Serving Officers

- i. Must have minimum mean grade of D+ (plus)
- ii. A Certificate in Business Management/ records & archives management or its equivalent
- iii. Must have served at Grade III/IV for a period of three (3) years in the University.
- iv. Exemplary work performance

Duties and Responsibilities

- i. Receive correspondences/ mail from various sources – internal and external
- ii. Dispatch mail and other documents internally and externally
- iii. Sorting and classifying mails
- iv. Open/ close files as required

- v. Update and maintain files by filling documents
- vi. Control and trace the movement of files and documents within the organization
- vii. Promptly retrieve and avail the files, the required records and information for Action officers
- viii. Processing and maintaining records and statistics for the departments
- ix. Maintaining efficient file indexing, folioing and filling
- x. Composing simple letters and performing other related clerical duties as assigned from time to time by immediate supervisor, Head of section or Head of department.

21) Driver II Grade III/IV Re-advertisement (3 Positions)-UOK/ADM./10/10/23

Requirements for Direct appointment

Must have:-

- i. KCSE, mean grade D + (plus) and above.
- ii. A clean valid driving license class A/B/C/E with PSV endorsement.
- iii. Certificate of good conduct.
- iv. Basic first aid training
- v. Occupational trade test III or equivalent.
- vi. Minimum six years experience
- vii. Motor Vehicle mechanics trade test III will be an added advantage

Duties and Responsibilities

- i. Check the vehicle before and related requirements before the journey
- ii. Driving carefully , safely and courteously
- iii. Carry authorized passengers or baggage
- iv. Ensure safety of the vehicle and the passengers
- v. Clean the vehicles during and after the journey
- vi. Observe traffic rules and regulations
- vii. Maintain the work ticket
- viii. Ensure compliance to statutory road requirements including licenses
- ix. Detect and report any defect on the vehicle
- x. Take precautions when driving
- xi. Fill the defects form after arriving from a journey

Respond to emergencies

B. FINANCE DEPARTMENT

22) Senior Accountant Grade 13 (1 Positions)

-UOK/ADM./11/10/23

Requirements for Direct appointment

Those to be appointed Must have:-

- i. CPA(K)
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized Institution
- iii. A Bachelors degree from a recognized Institution in a relevant field such as Accounting, Finance or its equivalent.
- iv. Must have 12 years experience in which four (4) must have been served at the level of Accountant grade 12 or its equivalent.
- v. Must be a registered member of ICPAK or an equivalent professional body.
- vi. Practical knowledge of ICT in a relevant area is mandatory.

Duties and Responsibilities

- i. Directing, controlling and coordinating of both routine and non-routine accountancy matters.
- ii. The Senior Accountant is responsible for advising on all financial policies as well as ensuring that sound accounting principles and controls are applied on all financial transactions.
- iii. Mentoring, Training and developing staff for high efficiency in accounting services.
- iv. Supervising of work at this level is generally informal and results oriented.

23) Accountant I Grade 12 (3 Positions)

-UOK/ADM./12/10/23

Requirements for Direct Appointment

Must have:

- i. CPA (K)
- ii. A Masters degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iii. Nine (9) years relevant experience of which three years must be at grade 11 or its equivalent.
- iv. Must be a registered member of ICPAK or an equivalent professional body
- v. Practical knowledge of ICT in relevant area is mandatory.

Duties and Responsibilities

- i. An Accountant is in-charge of a section/unit comprising of Assistant Accountant, Senior Account Assistants and Accounts Assistant.
- ii. He/she will be expected to verify payment vouchers, payment schedules, ledger postings etc in accordance with the laid down rules and regulations.
- iii. He/she should have a sufficient broad and detailed knowledge of accounting procedures and practices to enable him/her deal efficiently with all routine matters with minimal supervision.
- iv. He/she should be able to prepare Final Accounts

Interested applicants should visit the University of Kabianga Website on page <http://www.kabianga.ac.ke/vacancies.htm> to view detailed requirements.



ISO 9001:2015 CERTIFIED INSTITUTION