



UoK/R/ADM/HR/006Vol.2/0100

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 **Wednesday 5th March, 2025**. 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. Applicants are requested to attach relevant supporting documents.



ISO 9001:2015 CERTIFIED INSTITUTION

A. OFFICE OF THE VICE-CHANCELLOR

1. COUNCIL SECRETARIAT

I. Deputy Registrar (Council Secretariat) Grade 14 one (1) Position - UOK/AD/01/02/25

Requirements

- i. A Masters degree in the relevant field with at least 15 years post qualification experience administrative work, five (5) of which must have been served at the level of Senior Assistant Registrar grade 13 (Council Secretariat)
- ii. CS(K)
- iii. A relevant Bachelors degree from a recognized University
- iv. Must be a registered member of a recognized professional body
- v. In addition all applicants must be proficient in computer applications packages
- vi. Postgraduate diploma in a relevant field will be an added advantage.
- vii. A PhD in relevant field will be an added advantage

Duties and Responsibilities

- i. Responsible for the overall and smooth running of all Council matters
- ii. Advice Council on all matters concerning the various administrative and academic departments within the University
- iii. Responsible for setting and implementation of PC targets for Council
- iv. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system for Council
- v. Responsible for timely submission of reports to Council
- vi. Responsible for the formulation and implementation of the strategic plan
- vii. Ensure effective and efficient implementation and execution of the management policies decided by the Council
- viii. Manage all Council and Council Committee meeting logistics, attend and record minutes of all meetings and facilitate Council communications;
- ix. Manage and respond to correspondences directed to the Council, the Chairman and other Council Members
- x. Induction of new members and assist in their training and development
- xi. Preparation and review of the Council committee Charters
- xii. Preparation and implementation of the Council almanac and annual work plans
- xiii. Maintain accurate records of Council deliberations, ensuring they reflect proper exercise of fiduciary duties
- xiv. Perform any other duty that may be assigned by supervisor

2. INTERNAL AUDIT DEPARTMENT

I. Auditor I Grade 12 one (1) Position -UOK/AD/02/02/25

Requirements

- i. A Masters degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent
- ii. CPA (K)
- iii. At least nine (9) years relevant experience in audit of which three (3) years must be at a level of Internal Auditor II grade 11 or its equivalent
- iv. Must be a registered member of ICPAK or an equivalent professional body
- v. CISA/CIA holders will have an added advantage.
- vi. Evidence of knowledge of ICT in relevant area.

Duties and Responsibilities

- i. Responsible for a given audit assignment in a University.
- ii. Take charge of an audit assignment and make reports to the immediate supervisor.
- iii. To supervise and appraise staff below him/her.
- iv. Develop audit techniques and processes.
- v. Ensure implementation of Audit policies and programmes in the University.
- vi. Perform any other duties that may assigned by the supervisor

II. Audit Assistant Grade 5/6 two (2) Positions -UOK/AD/03/02/25

Requirements

- i. KCSE mean grade C or its equivalent.
- ii. CPA I or KATC (Final)
- iii. At least one (1) year relevant work experience
- iv. Relevant computer applications.

Duties and Responsibilities

- i. Examine all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety
- ii. Any other duty assigned by the supervisor

3. DIRECTORATE INFORMATION COMMUNICATION TECHNOLOGY

I. Systems Administrator Grade 12 one (1) Position -UOK/AD/04/02/25

Requirements

- i. Masters degree in computer Science/Information Technology or its equivalent from a recognized institution

- ii. At least Six (6) years relevant work experience in a relevant field of which four (4) years must be at a level of Senior Assistant Systems Administrator grade 11 or its equivalent
- iii. Prior working experience with ABN Unisol ERP will be an added advantage

Duties and Responsibilities

- i. Providing guidance and procedures in systems installation, configuration and maintenance of university networks; ensuring ICT security (e.g using firewalls);
- ii. Planning, installing and maintaining university server systems;
- iii. Installation and maintenance of data communication infrastructure and services; provide systems administration services for university servers;
- iv. Install, configure, optimize and maintain internet and intranet servers;
- v. Ensure that the network security measures are maintained;
- vi. Ensure effectiveness and efficiency of network performance;
- vii. Designing of quality network systems in schools and departments;
- viii. Any other duties as may be assigned by the ICT Director.

4. PROCUREMENT DEPARTMENT

i. Senior Procurement Officer- Grade 13 one (1) Position -UOK/AD/05/02/25

Requirements

- i. Masters Degree in Purchasing and Supply Management or its equivalent
- ii. Bachelors Degree in Purchasing /Supply Management or its equivalent
- iii. A Diploma in Supplies Management from a recognized institution
- iv. Minimum fifteen (15) years cumulative working experience in procurement and supplies or 4 years experience as Procurement Officer grade 12 or its equivalent
- v. Must be a member of a relevant professional body, licensed to practice
- vi. Must be conversant with Public Procurement Procedures
- vii. Must be computer literate

Duties and Responsibilities

- i. Receiving confidential reports on all grades of Purchasing and Supplies Staff from Purchasing Officer and Supplies Officer (staff appraisals) and recommend for training, promotion or transfer
- ii. Co-ordinate all the existing departmental, faculty and campus procurement activities
- iii. Responsible for staff training, deployment and all disciplinary cases

- iv. A modification to the defined procedures for the procurement and management of supplies
- v. Advising on the competence and performance of Purchasing and Supplies staff
- vi. Supervisor of all Purchasing and Supplies and activities and as assigned by the supervisor.

B. PLANNING, RESEARCH & DEVELOPMENT

5. DEVELOPMENT DEPARTMENT

I. Clerk of Works Grade 9/10 (1 position) -UOK/AD/06/02/25

Requirement

- i. Higher National Diploma in Building and Civil Engineering from the Kenya National Examination Council or other approved equivalent qualification
- ii. At least nine (9) years relevant work experience three (3) of which must have been at level of Assistant Clerk of Works grade 7/8 or its equivalent in a large organization or Government.
- iii. Computer literacy will be an added advantage

Duties and Responsibilities

- i. Assist in the planning of a building programme for a number of buildings; the administration of Government buildings including estimating costs of new buildings, monitoring and supervision of work in progress on site,
- ii. Assist in preparation of monthly progress returns of expenditure and of individual projects checking on specifications and standards in accordance with the Architects, Structural and Electrical Engineers' drawings on the on-going work on site.
- iii. To supervise repairs, maintenance and alteration being carried out on existing buildings, including auditing of quantities of materials required for such jobs.
- iv. To allocate work, control and supervise junior staff

C. ADMINISTRATION AND FINANCE

6. Administration Department

I. Senior Hostels Officer grade 13 (1 position) - UOK/AD/07/02/25

Requirements

- i. A Masters degree in Hospitality Management with at least fifteen (15) years experience either in the Hotel Industry or other institution of higher learning of which four (4) must have been at Grade 12
- ii. A degree holder in Hospitality Management from a recognized University
- iii. Must be registered by a relevant professional body

Duties and Responsibilities

- i. Responsible to overall direction and smooth operations in Hostels or Accommodation services of Hostels Department.
- ii. Responsible for preparing staff establishments for Hostels Section in consultation with Hospitality Manager and to ensure that approved levels are kept.
- iii. Responsible for carrying out full inspection, regularly and often and report the findings to Hospitality Manager.
- iv. Responsible for organizing leave rotas, transfers, off-days and other management movements in consultation with Hospitality Manager.
- v. To advise Hospitality Manager on all hostel & staff matters.
- vi. Performing any other duties as may be prescribed by the Catering and Hostels Manager or any other officer of the University from time to time.

II. Secretary grade 5/6 (5 positions) - UOK/AD/08/02/25

Requirements

- i. KCSE Certificate mean grade (C-) or its equivalent
- ii. Typewriting III (50 w.p.m) (KNEC)
- iii. Office practice II (KNEC)
- iv. Business English II (KNEC)
- v. Secretarial Studies II (KNEC)
- vi. Commerce II (KNEC)
- vii. Shorthand II (80 w.p.m) (KNEC)
- viii. Proficiency in office application programs (KNEC)
- ix. Computerized document processing (KNEC)
- x. Computer literate
- xi. 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.

7. HEALTH UNIT DEPARTMENT

I. Nursing Officer III grade 7/8 - UOK/AD/09/02/25

Requirements

- i. Diploma in Nursing from a recognized institution
- ii. At least two (2) years post qualification experience
- iii. Registered by Nursing Council of Kenya with valid practicing license
- iv. Computer literacy will be an added advantage

Duties and Responsibilities

- i. Evaluating and Providing nursing care of patients
- ii. Organizing and coordinating of nursing services within a section in the Health Unit.
- iii. Ensure availability and safety of equipment in Health Unit.
- iv. Guiding and counseling of patients.
- v. Carry out triage activities
- vi. Perform any other relevant duties as may be assigned.

D. ACADEMIC & STUDENT AFFAIRS DIVISION

8. OFFICE OF THE REGISTRAR (ACADEMICS)

I. Deputy Registrar (Academics) Grade 14 one (1) Position -UOK/AC/01/02/25

Requirements

- i. A Masters Degree in the relevant field with at least 15 years post qualification experience administrative work, five (5) of which must have been served at the level of Senior Assistant Registrar grade 13 (Academics)
- ii. CS(K)
- iii. A relevant Bachelors degree from a recognized University
- iv. Must be a registered member of a recognized professional body
- v. In addition all applicants must be proficient in computer applications packages
- vi. Postgraduate diploma in a relevant field will be an added advantage.
- vii. A PhD in relevant field will be an added advantage

Duties and Responsibilities

- i. Responsible for the overall and smooth running of various activities in the academic division within the University
- ii. Advice the University on all matters concerning academic division within the University
- iii. Responsible for setting and implementation of PC targets in the academic division within the University

- iv. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system in the academic division within the University
- v. Responsible for timely submission of reports
- vi. Responsible for the formulation and implementation of the strategic plan
- vii. Perform any other duties that may assigned by the supervisor

9. SCHOOL OF HEALTH SCIENCES

Department of Clinical Medicine

I. Senior Lecturer Clinical Medicine Grade 13 one (1) Position -UOK/AC/02/02/25

Requirements

- i. Applicants must have PHD in the following areas of specializations; Clinical Medicine/Medicine (Forensic Medicine, Family Health), Paediatrics and Child Health, Orthopaedics, Traumatology/Emergency, Medicine, Surgery, Family Medicine, Internal Medicine, Reproductive Health, from a recognized University.

OR

A Masters Degree in any of the following areas of specialization: Clinical Medicine/Medicine (Forensic Medicine, Family Health), Paediatrics and Child Health, Orthopaedics, Traumatology/Emergency, Medicine, Surgery, Family Medicine, Internal Medicine, Reproductive Health, from a recognized University.

In addition, applicants must have the following;-

- ii. At least 3 years of teaching and/or research experience at University level since becoming Lecturer/Research Fellow or six years research/industry experience.
- iii. A Bachelor's Degree in Clinical Medicine or Bachelor of Medicine and Surgery (MBChB) or other relevant qualifications recognized by the university and the Clinical Officers Council.
- iv. Registered with the relevant regulatory body (e.g. Clinical Officers Council).
- v. A valid practicing license from the regulatory body (e.g. Clinical Officers Council).
- vi. A minimum of 32 publication points as a lecturer or equivalent of which at least 24 should be in refereed journals.
- vii. Supervised post-graduate students to completion as a lecturer or equivalent
- viii. Evidence of contribution to University life through active participation in departmental matters, students' academic advising, School and University meetings
- ix. Evidence of developing fundable proposals and attracting funding.
- x. Evidence of attendance and contributions at learned conferences, seminars and/or workshops.
- xi. Active member of a Professional body/ in good standing

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. Develop undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects
- vi. Participate in academic leadership programmes
- vii. Provide professional and community services and initiate linkages and fundraising.
- viii. Carry out administrative and other duties & responsibilities as may be assigned

II. Lecturer Clinical Medicine Grade 12 Two (2) Positions - UOK/AC/03/02/25

Requirements

- i. Applicants must have PhD in the following areas of specializations; Clinical Medicine/Medicine (Forensic Medicine, Human Anatomy, Family Health), Paediatrics and Child Health, Orthopaedics, Traumatology/Emergency, Ophthalmology, Dermatology Medicine, Surgery, Family Medicine, Internal Medicine, Dentistry, Reproductive Health, Physiology, Pharmacy, Physiotherapy from a recognized University.

OR

A Masters degree in any of the following areas of specialization: Forensic Medicine, Human Anatomy, Family Health), Paediatrics and Child Health, Orthopaedics, Traumatology/Emergency Medicine, Surgery, Family Medicine, Internal Medicine, Reproductive Health, Ophthalmology, Dermatology, Physiology, Dentistry, Pharmacy, Physiotherapy from a recognized University and with at least (3) years teaching experience at University level as Tutorial Fellow/Assistant Lecturer, research or industry.

In addition, applicants with Master's degree must have the following:-

- ii. At least three (3) years full time teaching experience at University level or recognized Research Institution/Industry or as a Tutorial Fellow or Assistant Lecturer. Be registrable for PhD or Evidence of registration for PhD or on-going PhD study in relevant area will be an added advantage.
- iii. A Bachelor's Degree in Clinical Medicine or Bachelor of Medicine and Surgery (MBChB) or other relevant qualifications recognized by the university and the Clinical Officers Council.
- iv. Be registered with the relevant regulatory body (e.g. Clinical Officers Council)
- v. Must possess a valid practicing license from the regulatory body (e.g. Clinical Officers Council).
- vi. A minimum of 24 Publications points of which at least sixteen (16) are from refereed journals.
- vii. Show evidence of attendance and contributions at learned conferences, seminars and/or workshops.
- viii. Be an active member of a Professional body.

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

10. SCHOOL OF BUSINESS & ECONOMICS

Department of Marketing, Management Science, Tourism and Hospitality Management

I. Lecturer (Tourism) Re-advertisement Grade 12 (1 position) -UOK/AC/04/02/25

Requirements

- i. PhD degree in Tourism Management or its equivalent from a recognized and accredited University.
- ii. Master's degree in Tourism Management or its equivalent from a recognized and accredited University.
- iii. At least 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
- vi. Provide professional and community services and initiate linkages and fundraising.

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

II. Tutorial Fellow (Tourism) Grade 11 (1position) - UoK/AC/05/02/25

Requirements

- i. Masters degree in Tourism Management or its equivalent from accredited and recognized University
- ii. A Bachelor's degree in Tourism Management or its equivalent from a recognized University.
- iii. Be registered/ registrable for Ph.D qualification.
- iv. Be registered or registrable with relevant professional body.
- v. Should demonstrate evidence of active research through research attendance and contribution in academic conferences, seminars and workshops.
- vi. Ability to demonstrate potential for University teaching and research.

Duties and Responsibilities

- i. Assist senior academic members of staff in assignments allocated by the Head of Department.
- ii. Must undertake Doctoral degree programme.
- iii. Provide professional and community services and initiate linkages.
- iv. Carry out other duties & responsibilities as may be assigned from time to time.

Remuneration- Salary Scales (Kshs. p.m)

(i) Academic Staff

Designation	Salary Range	House Allowance
Senior Lecturer Grade 13	154,739 - 238,221/=	58,972/=
Lecturer Grade 12	121,928 - 187,710/=	55,286/=
Tutorial Fellow Grade 11	107,872 - 166,072/=	51,601/=

(ii) Administrative Staff

Grade	Salary Range	House Allowance
14	173,864 - 267,662/=	62,658/=
13	136,171 - 209,636/=	58,972/=
12	119,858 - 184,523/=	55,286/=
9/10	55,373 - 97,988/=	31,845- 35,383/=
7/8	42,858- 73,317/=	24,768- 28,307/=
5/6	32,485 - 56,833/=	17,692- 21,230/=