



THE CO-OPERATIVE UNIVERSITY OF KENYA (CUK)

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**OFFICE OF THE DEPUTY VICE-CHANCELLOR
FINANCE, PLANNING & ADMINISTRATION (FPA)**

CUK/A/160D

MAY, 2025

**EXTERNAL ADVERTISEMENT FOR VARIOUS VACANT
ACADEMIC, ADMINISTRATIVE AND TECHNICAL POSITIONS**

The Co-operative University of Kenya (CUK) is a Public University established under the Universities Act 2012. CUK is located in Karen, approximately 20km from Nairobi City Centre, in a conducive environment for academic engagement and learning.

The Vision of the University is to be a leading University in Co-operative Training, Education, Research and Innovation; whereas the Mission of the University is to produce competent human capital through quality education, training, research & innovation, and empower communities through outreach for socio-economic transformation.

The Co-operative University of Kenya invites applications from suitably qualified and experienced persons with excellent credentials to fill the following vacant Academic and Administrative, Technical and Support Staff positions:

A. ACADEMIC POSITIONS

1. SCHOOL OF BUSINESS AND ECONOMICS - DEPARTMENT OF ENTREPRENEURSHIP AND ECONOMICS

- i. Senior Lecturer, Economics - Grade 13 – CUK/ACDRI/SBE/DEE/ECON/SL/5/25(1)
- ii. Senior Lecturer, Communication, Grade 13 -CUK/ACDRI/SBE/DEE/COMM/SL/5/25(1)
- iii. Lecturer, Economics, Grade 12- CUK/ACDRI/SBE/DEE/ECON/SL/5/25 (2)
- iv. Lecturer, Computer Science (Artificial Intelligence), Grade 12- CUK/ACDRI/SCM/DCSIT/AI/L/5/25 (1)

B. ADMINISTRATIVE AND TECHNICAL POSITIONS

1. INTERNAL AUDIT DEPARTMENT

- i. Internal Auditor II (Information System Auditor)– Grade 11 – CUK/ADMIN/AUD/IA II-ISA/5/25(1)
- ii. Senior Assistant Internal Auditor II – Grade 9 - CUK/ADMIN/AUD/SAIA II/5/25 (1)

2. SECURITY DEPARTMENT

- i. Security Officer II - Grade 10 - CUK/ADMIN /SECURITY/SO II//5/25 (1)
- ii. Assistant Security Officer Grade 7 - CUK/ADMIN /SECURITY/ASO/5/25 (1)

3. ICT DEPARTMENT

- i. ICT Officer I (Database Administrator) - Grade 10 - CUK/ADMIN/ICT/ICTO I-DBA/5/25 (1)

4. OFFICE ADMINISTRATORS

- i. Assistant Office Administrator II – Grade 6 - CUK/ADMIN/AOA II/5/25 (3)



EMPOWERING COMMUNITIES

CUK IS ISO 9001:2015 CERTIFIED

A. ACADEMIC POSITIONS

JOB SPECIFICATIONS, JOB DESCRIPTION, REMUNERATION PER POSITION AND TERMS OF SERVICE

i. Senior Lecturer, Economics - Grade 13 – CUK/ACDRI/SBE/DEE/ECON/SL/5/25 (1)

TERMS OF SERVICE:

Permanent and Pensionable.

REMUNERATION:

Basic Salary per month range: Kshs. (154,729/= – 238,221/=)

House Allowance per month: Kshs. (58, 972/=)

Applicants should meet the following requirements:

- i. Must possess a PhD, Masters and Bachelors Degree in Economics or a relevant field from an accredited/recognized University;
- ii. Must possess three (3) years of teaching/ research experience at the Lecturer or Research Fellow level with a proven track record of exemplary performance;
- iii. Must have successfully supervised at least three (3) Masters level or one (1) PhD level student to completion since the last appointment;
- iv. Must have three (3) papers in peer-reviewed journals or three chapters in a scholarly book or one (1) scholarly book since the last appointment;
- v. Must be a member of a relevant professional body;
- vi. Must have participated in the development and review of curriculum; and
- vii. The attraction of research funds will be an added advantage.

In addition, applicants should demonstrate:

- i. Ability to teach/conduct research and supervise students and/or staff;
- ii. Ability to design and develop academic programmes and curricula;
- iii. Leadership skills;
- iv. Communication skills;
- v. Interpersonal skills;
- vi. Ability to work under pressure skills;
- vii. Problem-solving skills;
- viii. Conflict management;
- ix. Supervisory skills.

Duties and responsibilities for academic staff

- i. Designing, developing and delivering new programs of study at various levels to meet market and development needs of the country;
- ii. Reviewing course content and materials regularly to integrate emerging issues and trends;
- iii. Developing and applying innovative teaching techniques and materials that create interest, understanding and enthusiasm amongst students;
- iv. Transferring knowledge, including practical skills, methods and techniques to develop competencies in learners;
- v. Ensuring that course design and delivery comply with The Cooperative University's Educational quality standards and regulations of the university and school for quality assurance;
- vi. Challenging thinking and fostering debate to develop the ability of students to engage in critical discourse and rational thinking;
- vii. Supervising student projects to develop research and academic writing competencies;
- viii. Supervising field trips to enable learners to relate theory to real-world situations;
- ix. Supervising Industrial attachments and internships to apply knowledge and skills learnt in work settings;
- x. Setting and marking examinations and other student work to evaluate and provide feedback to students;
- xi. Identifying relevant research areas and problems to direct and focus research efforts in the university;
- xii. Determining relevant research objectives and preparing research proposals to guide the research process;
- xiii. Identifying sources of funding and overseeing the process of securing funds to enhance the funding of research efforts;
- xiv. Contributing to the development of research strategies to ensure high-quality research outputs;



- xv. Carrying out independent research and acting as principal investigator and project leader to generate new knowledge and develop the research capacity of associate researchers;
- xvi. Writing or contributing to publications or disseminating research findings using other appropriate media to enhance knowledge, understanding, and application of research findings;
- xvii. Seeking practical application of research findings to enhance uptake;
- xviii. Acting as a referee and contributing to peer assessment to enhance the quality of research outputs and contribution to specific fields of knowledge;
- xix. Making presentations or exhibitions at national and international conferences and other similar events to enhance knowledge understanding, and application of research findings;
- xx. Updating knowledge and understanding in the field or specialism to ensure that learners and practitioners are aware of current knowledge and practices;
- xxi. May be required to perform other related duties based on the CUK's needs.

ii. Senior Lecturer, Communication - Grade 13 – CUK/ACDRI/SBE/DEE/COMM/SL/5/25 (1)

TERMS OF SERVICE:

Permanent and Pensionable.

REMUNERATION:

Basic Salary per month range: Kshs. (154,729/= – 238,221 /=)

House Allowance per month: Kshs. (58, 972/=)

Applicants should meet the following requirements:

- i. Must possess a PhD, Masters and Bachelors Degree in Communication or a relevant field from an accredited/recognized University;
- ii. Must possess three (3) years of teaching/ research experience at the Lecturer or Research Fellow level with a proven track record of exemplary performance;
- iii. Must have successfully supervised at least three (3) Masters level or one (1) PhD level student to completion since the last appointment;
- iv. Must have three (3) papers in peer-reviewed journals or three chapters in a scholarly book or one (1) scholarly book since the last appointment;
- v. Must be a member of a relevant professional body;
- vi. Must have participated in the development and review of curriculum; and
- vii. The attraction of research funds will be an added advantage.

In addition, applicants should demonstrate:

- i. Ability to teach/conduct research and supervise students and/or staff;
- ii. Ability to design and develop academic programmes and curricula;
- iii. Leadership skills;
- iv. Communication skills;
- v. Interpersonal skills;
- vi. Ability to work under pressure skills;
- vii. Problem-solving skills;
- viii. Conflict management;
- ix. Supervisory skills.

Duties and responsibilities for academic staff

- i. Designing, developing and delivering new programs of study at various levels to meet market and development needs of the country;
- ii. Reviewing course content and materials regularly to integrate emerging issues and trends;
- iii. Developing and applying innovative teaching techniques and materials that create interest, understanding and enthusiasm amongst students;
- iv. Transferring knowledge, including practical skills, methods and techniques to develop competencies in learners;
- v. Ensuring that course design and delivery comply with The Cooperative University's Educational quality standards and regulations of the university and school for quality assurance;
- vi. Challenging thinking and fostering debate to develop the ability of students to engage in critical discourse and rational thinking;



- vii. Supervising student projects to develop research and academic writing competencies;
- viii. Supervising field trips to enable learners to relate theory to real-world situations;
- ix. Supervising Industrial attachments and internships to apply knowledge and skills learnt in work settings;
- x. Setting and marking examinations and other student work to evaluate and provide feedback to students;
- xi. Identifying relevant research areas and problems to direct and focus research efforts in the university;
- xii. Determining relevant research objectives and preparing research proposals to guide the research process;
- xiii. Identifying sources of funding and overseeing the process of securing funds to enhance the funding of research efforts;
- xiv. Contributing to the development of research strategies to ensure high-quality research outputs;
- xv. Carrying out independent research and acting as principal investigator and project leader to generate new knowledge and develop the research capacity of associate researchers;
- xvi. Writing or contributing to publications or disseminating research findings using other appropriate media to enhance knowledge, understanding, and application of research findings;
- xvii. Seeking practical application of research findings to enhance uptake;
- xviii. Acting as a referee and contributing to peer assessment to enhance the quality of research outputs and contribution to specific fields of knowledge;
- xix. Making presentations or exhibitions at national and international conferences and other similar events to enhance knowledge, understanding, and application of research findings;
- xx. Updating knowledge and understanding in the field or specialism to ensure that learners and practitioners are aware of current knowledge and practices;
- xxi. May be required to perform other related duties based on the CUK's needs.

iii. Lecturer, Economics - Grade 12 – CUK/ACDRI/SBE/DEE/ECON/L/5/25 (2)

TERMS OF SERVICE:

Permanent and Pensionable.

REMUNERATION:

Basic Salary per month range: Kshs. (121,928/= - 187,710/=)

House Allowance per month: Kshs. (55, 286/=).

Applicants should meet the following requirements:

- i. Must possess a PhD, Masters and Bachelors Degree in Economics or a relevant field from an accredited/recognized University;
- ii. Possession of the following requirements will be an added advantage:
 - a. Experience in developing and reviewing curriculum;
 - b. Experience in the Industry or academia;
 - c. Evidence of publications and attraction of research funds;
 - d. Membership in a relevant professional body.

In addition, applicants should demonstrate:

- i. Ability to teach/conduct research and supervise students and/or staff;
- ii. Ability to design and develop academic programmes and curricula;
- iii. Leadership skills;
- iv. Communication skills;
- v. Interpersonal skills;
- vi. Ability to work under pressure skills;
- vii. Problem-solving skills;
- viii. Conflict management;
- ix. Supervisory skills.

Duties and responsibilities for academic staff

- i. Teaching undergraduate students and or postgraduate students (in writing good academic proposals and publications) and supervising students' research;
- ii. Preparing learning and teaching materials to enable better delivery of content and achievement of the objectives of the course;
- iii. Delivering the course content to students through lectures, ensuring that they follow the curriculum objectives;
- iv. Evaluating the delivery models and making appropriate improvements to ensure quality teaching and learning;



- v. Setting, moderating, invigilating and marking exams to gauge the effectiveness of teaching and learning;
- vi. Carrying out a needs assessment for curriculum, identifying the content gaps to produce competent graduates;
- vii. Developing and reviewing the curriculum and ensuring that it complies with the Commission for University Education guidelines and that it is relevant to the job market and the standing of the University;
- viii. Carrying out research in their areas of specialization by writing grant proposals, publishing and disseminating research results to create and enhance knowledge;
- ix. Disseminating research results through publications, conferences, and workshops to make knowledge accessible to the public;
- x. Managing research grants and projects, preparing budgets for the respective funds and ensuring good and appropriate use of the same;
- xi. Developing work plans and timelines to ensure the objectives of the research are well achieved;
- xii. Preparation of reports as required by funding agencies, e.g. financial reports and research output;
- xiii. Provision of consultancy services with key stakeholders in areas of expertise for improved socio-economic development;
- xiv. Creating, maintaining and expanding linkages with both local and international through networking to improve individual and institutional visibility;
- xv. Serving as an expert in local and international committees and panels, ensuring appropriate dissemination of knowledge;
- xvi. Participation in the University's open day, field day, and exhibition for the enhancement of the image of the University.
- xvii. May be required to perform other related duties based on the CUK's needs.

iv. Lecturer, Computer Science (Artificial Intelligence), Grade 12- CUK/ACDRI/SCM/DCSIT/AI/L/5/25 (1)

TERMS OF SERVICE:

Permanent and Pensionable.

REMUNERATION:

Basic Salary per month range: Kshs. (121,928/= - 187,710/=)

House Allowance per month: Kshs. (55, 286/=)

Applicants should meet the following requirements:

- i. Must possess a PhD, Masters and Bachelors Degree in Computer Science (Artificial Intelligence) or a relevant field from an accredited/recognized University;
- ii. Possession of the following requirements will be an added advantage:
 - a. Experience in developing and reviewing curriculum;
 - b. Experience in the Industry or academia;
 - c. Evidence of publications and attraction of research funds;
 - d. Membership in a relevant professional body.

In addition, applicants should demonstrate:

- i. Ability to teach/conduct research and supervise students and/or staff;
- ii. Ability to design and develop academic programmes and curricula;
- iii. Leadership skills;
- iv. Communication skills;
- v. Interpersonal skills;
- vi. Ability to work under pressure skills;
- vii. Problem-solving skills;
- viii. Conflict management;
- ix. Supervisory skills.

Duties and responsibilities for academic staff

- i. Teaching undergraduate students and or postgraduate (in writing good academic proposals and publications) and supervising students' research;
- ii. Preparing learning and teaching materials to enable better delivery of content and achievement of the objectives of the course;
- iii. Delivering the course content to students through lectures, ensuring that they follow the curriculum objectives;



- iv. Evaluating the delivery models and making appropriate improvements to ensure quality teaching and learning;
- v. Setting, moderating, invigilating and marking exams to gauge the effectiveness of teaching and learning;
- vi. Carrying out a needs assessment for curriculum, identifying the content gaps to produce competent graduates;
- vii. Developing and reviewing the curriculum and ensuring that it complies with the Commission for University Education guidelines and that is relevant to the job market and the standing of the University;
- viii. Carrying out research in their areas of specialization by writing grant proposals, publishing and disseminating research results to create and enhance knowledge;
- ix. Disseminating research results through publications, conferences, and workshops to make knowledge accessible to the public;
- x. Managing research grants and projects, preparing budgets for the respective funds and ensuring good and appropriate use of the same;
- xi. Developing work plans and timelines to ensure the objectives of the research are well achieved;
- xii. Preparation of reports as required by funding agencies e.g. financial reports and research output;
- xiii. Provision of consultancy services with key stakeholders in areas of expertise for improved socio-economic development;
- xiv. Creating, maintaining and expanding linkages with both local and international through networking to improve individual and institutional visibility;
- xv. Serving as an expert in local and international committees and panels ensuring appropriate dissemination of knowledge;
- xvi. Participation in the University open day, field day, and exhibition for the enhancements of the image of the University.
- xvii. May be required to perform other related duties based on the CUK's needs.

B. ADMINISTRATIVE AND TECHNICAL POSITIONS

DETAILS OF THE JOB SPECIFICATIONS, JOB DESCRIPTION, REMUNERATION PER POSITION AND TERMS OF SERVICE

i. Internal Auditor II (Information Systems Auditor)– Grade 11 – CUK/ADMIN/AUD/IA II-ISA/5/25(1)

TERMS OF SERVICE:

Permanent and Pensionable.

REMUNERATION:

Basic Salary per month range: Kshs.(96,006/= - 147,805/=)

House Allowance per month: Kshs. 47,915/=)

Applicants should meet the following requirements:

- i. Must possess a Masters degree in Accounting/Finance/Computer Science/ Information Technology or a relevant field from an accredited/recognized institution;
- ii. Must possess CPA Part II or equivalent;
- iii. Must possess relevant experience as an Information Systems Auditor with exemplary performance;
- iv. Must be a Certified Information Systems Auditor (CISA).

OR

- i. Must possess a Bachelor degree in Accounting/Finance/Computer Science/ Information Technology or related field from an accredited/recognized institution;
- ii. Must possess CPA Part III Section 5 & 6 or equivalent;
- iii. Must possess three (3) years experience as an Information Systems Auditor or equivalent at Grade 10 or comparable position with exemplary performance;
- iv. Must be a Certified Information Systems Auditor (CISA).

OR

- i. Must possess CPA (K) with proof of registration or equivalent;
- ii. Must possess three (3) years experience as an Information Systems Auditor or equivalent at Grade 10 or comparable position with exemplary performance;
- iii. Must be a Certified Information Systems Auditor (CISA).



In addition, the applicant:

- i. Must possess excellent analytical skills, excellent report writing, organizational, good interpersonal relationships, time management, communication, decision-making and problem-solving skills;
- ii. Must demonstrate a strong understanding of information security principles, risk management and IT governance;
- iii. Must be proficient in Audit Common Language (ACL) or other audit tools is highly desirable;
- iv. Must demonstrate ability to manage audits independently and meet strict deadlines;
- v. Must have proven ability to work both independently and collaboratively with cross-functional teams;
- vi. Must be a member of a relevant professional body;
- vii. Must demonstrate excellent customer service skills;
- viii. Must possess knowledge of the respective laws and regulations governing the area of specialization;
- ix. Advanced knowledge of relevant ERP Systems;
- x. Possession of Additional professional certifications such as Certified Information Security Manager (CISM), Cisco Certified Network Associate (CCNA), or Certified Cloud Security Professional (CCSP) and experience in a University setup or institution for Higher learning will be an added advantage.

Duties & Responsibilities

- i. Develop and execute annual audit plans covering both financial and information systems audits;
- ii. Monitor implementation of the audit plan and ensure timely completion of audit assignments;
- iii. Assess internal controls for effectiveness, efficiency and adequacy in supporting business processes;
- iv. Conduct risk-based audits, identify control weaknesses and recommend improvements;
- v. Ensure compliance with laws, regulations, internal policies, and professional audit standards;
- vi. Perform compliance assessments against the frameworks in place;
- vii. Review and update audit methodologies to align with evolving auditing and regulatory requirements;
- viii. Assess the adequacy of controls in IT systems, including cybersecurity, data protection and change management;
- ix. Review IT governance strategies, policies, procedures and contractual agreements;
- x. Evaluate system development, maintenance, acquisition and change management practices;
- xi. Perform vulnerability assessments, penetration testing and assess incident response readiness;
- xii. Monitor information systems risks and provide expert advice on mitigation and management;
- xiii. Investigate irregularities and suspected fraud to determine the nature and scope of issues;
- xiv. Analyze financial and operational data to detect inefficiencies, control deficiencies or non-compliance;
- xv. Conduct inspections to ensure compliance with accounting procedures and statutory requirements;
- xvi. Collaborate with IT, technology services, and security teams to ensure adequate control measures are in place;
- xvii. Guide in resolving information security incidents and responding to emerging threats;
- xviii. Stay updated on developments in audit practices, information systems and cybersecurity trends;
- xix. Prepare and communicate audit findings and recommendations to management and key stakeholders;
- xx. Follow up on audit recommendations to ensure corrective actions are implemented effectively;
- xxi. Draft detailed audit reports highlighting control gaps and non-compliance issues;
- xxii. Assist in the preparation of files and reports for the Board Audit Committee;
- xxiii. Maintain high standards of audit documentation and contribute to quality assurance processes;
- xxiv. Deliver training and awareness sessions on audit and security best practices to staff;
- xxv. Support the risk management function by offering technical input on ICT-related risks;
- xxvi. Contribute to policy development and participate in system planning and evaluation to ensure proper control integration; and
- xxvii. May be required to perform other related duties based on the CUK's needs.

ii. Senior Assistant Internal Auditor II – Grade 9 - CUK/ADMIN/AUD/SAIA II/5/25 (1)**TERMS OF SERVICE:**

Permanent and Pensionable.

REMUNERATION:

Basic Salary per month range: Kshs. (42,858/= - 65,986/=)

House Allowance per month: Kshs. 31,845/=)



EMPOWERING COMMUNITIES

CUK IS ISO 9001:2015 CERTIFIED

Applicants should meet the following requirements:

- i. Must possess a Bachelors Degree in Accounting/Finance/ Computer Science/Information Technology or a relevant field from its equivalent from a recognized University.
or any other acceptable professional accountancy qualification by virtue of which the holder is exempted from part I of the Certified Public Accountants (CPA) examination;
- ii. Must possess three (3) years experience as an Assistant Internal Auditor I or equivalent at Grade 8 or comparable position with exemplary performance.

OR

- i. Must possess CPA Part III Section 5 or equivalent;
- ii. Must have served as an Assistant Internal Auditor I or equivalent at Grade 8 for three (3) years or comparable position with exemplary performance;
- iii. Must be computer literate.

In addition, applicants:

- i. Must be a member of a relevant professional body;
- ii. Must demonstrate excellent customer service skills;
- iii. Must possess knowledge of the respective laws and regulations governing the area of specialization;
- iv. Must demonstrate Proficiency in Auditing Principles and Techniques;
- v. Must possess excellent analytical skills, excellent report writing, organisational, good Interpersonal relationship, time management, communication, decision making and problem-solving skills;
- vi. Must be proficient in Audit Common Language (ACL) or other audit tools is highly desirable;
- vii. Must demonstrate ability to manage audits independently and meet strict deadlines;
- viii. Must have proven ability to work both independently and collaboratively with cross-functional teams;
- ix. Possession of relevant additional qualifications and experience in a University setup or institution for Higher Learning will be an added advantage.

Duties & Responsibilities

- i. Assist in developing and executing audit plans in line with the department's objectives and risk assessment frameworks;
- ii. Conduct financial, operational, and compliance audits under the supervision of senior internal auditors;
- iii. Evaluate internal controls for adequacy and effectiveness in safeguarding assets and supporting sound business processes;
- iv. Identify audit issues and control weaknesses and recommend practical solutions for improvement;
- v. Assess compliance with internal policies, regulatory requirements and professional standards;
- vi. Support the execution of IT audits by evaluating basic system controls, access management, and data integrity;
- vii. Collect, analyze and interpret financial and operational data to identify inconsistencies, inefficiencies, or non-compliance;
- viii. Document audit procedures and findings in accordance with internal auditing standards;
- ix. Assist in preparing audit reports, highlighting key findings and recommendations;
- x. Perform follow-ups on previous audit findings to ensure implementation of corrective actions;
- xi. Collaborate with various departments to gather information, clarify issues and verify process adherence;
- xii. Participate in risk assessment activities, offering insights into potential ICT and financial risks;
- xiii. Support audit planning and scoping activities, including drafting audit programs and checklists;
- xiv. Carry out compliance checks on statutory requirements, procurement processes, and financial reporting standards;
- xv. Use audit tools (e.g., ACL or similar) to analyze data and support evidence-based audit findings;
- xvi. Contribute to audit knowledge base and methodologies by sharing insights and lessons learned;
- xvii. Assist in fraud investigations by collecting documentation and conducting preliminary reviews;
- xviii. Provide technical support in monitoring information security controls and ERP system usage;
- xix. Maintain up-to-date audit working papers in compliance with documentation standards;
- xx. Support audit training and awareness initiatives for junior staff or departments; and
- xxi. Participate in external audit coordination by compiling requested documentation and clarifying audit matters;
- xxii. May be required to perform other related duties based on the CUK's needs.



iii. Security Officer II - Grade 10 - CUK/ADMIN /SECURITY/SO II/5/25 (1)**TERMS OF SERVICE**

Permanent and Pensionable.

REMUNERATION:

Basic Salary per month range: Kshs.(63,647/= - 97,988/=)

House Allowance per month: Kshs. 35, 383/=)

Applicants should meet the following requirements:

- i. Must possess a Bachelors degree in security studies or a relevant field with basic training in disciplined forces;
- ii. Must possess three (3) years' experience in grade 9 or a comparable position with an exemplary performance;
- iii. Should have worked with any of the Disciplined Forces of Kenya or any other reputable security firm with a Discharge Certificate;
- iv. Must possess a valid Police clearance certificate;
- v. Must be computer literate;
- vi. Must demonstrate excellent customer service skills;
- vii. Must demonstrate knowledge of relevant policies, strategies, regulations and procedures; and
- viii. Experience in a university or institution of higher education and possession of relevant additional training will be an added advantage.

OR

- i. Must be a Commissioned officer in the Disciplined Forces at the level of Chief Inspector of Police or Administration Police or equivalent or Major in the Armed Forces with exemplary performance and a discharge certificate;
- ii. Must possess a valid Police clearance certificate;
- iii. Must be computer literate;
- iv. Must demonstrate excellent customer service skills;
- v. Must demonstrate knowledge of relevant policies, strategies, regulations and procedures; and
- vi. Experience in a university or institution of higher education and possession of relevant additional training will be an added advantage.

Duties & Responsibilities

- i. Develop and enforce security standards, policies, and procedures to safeguard University staff, students, visitors, and assets.
- ii. Create, implement, and review strategies to protect individuals on campus from threats, harassment, or violence.
- iii. Educate, supervise, and train staff on emergency response and disaster preparedness protocols.
- iv. Direct and coordinate campus security operations to ensure protection of people and property.
- v. Conduct risk assessments and develop response plans for potential incidents.
- vi. Maintain a safe and secure environment across all University premises.
- vii. Stay informed on emerging security threats and adapt strategies accordingly.
- viii. Ensure security personnel respond promptly to medical, fire, and intrusion emergencies.
- ix. Investigate and report unusual or suspicious activities to the Chief Security Officer.
- x. Submit regular reports on security operations to the Chief Security Officer.
- xi. Keep comprehensive records and charts of security incidents for accountability.
- xii. Liaise with internal and external security agencies to enhance operational coordination.
- xiii. Oversee investigations and prosecutions for security breaches.
- xiv. Supervise internal security staff, administrative police, and contracted guards to ensure performance aligns with University standards.
- xv. Assist in the training and monitoring of contracted guards to meet institutional security needs.
- xvi. Control the movement of University equipment by verifying gate passes.
- xvii. Conduct regular inspections to detect and deter criminal activities and enforce regulations.
- xviii. Monitor the integrity and functionality of security infrastructure, including CCTV, fencing, lighting, and fire systems.



EMPOWERING COMMUNITIES

CUK IS ISO 9001:2015 CERTIFIED

- xix. Prevent unauthorized access and damage to University property and information.
- xx. Ensure all entry and exit points are guarded 24/7.
- xxi. Conduct security drills to test readiness for emergencies.
- xxii. Enforce campus laws by arresting offenders and reporting to appropriate authorities.
- xxiii. Recommend disciplinary action for students or staff involved in serious security violations.
- xxiv. May be required to perform other related duties based on the CUK's needs.

iv. Assistant Security Officer Grade 7 – CUK/ADMIN/SECURITY/ASO/5/25 (1)

TERMS OF SERVICE

Permanent and Pensionable

REMUNERATION

Basic Salary per month range: Kshs. (42,858/= -65,986/=)

House allowance per month: Kshs. (24,768/=)

Applicants should meet the following requirements:

- i. Must possess a Diploma in Security Studies or a relevant field from a recognized institution;
- ii. Must possess three (3) years' experience in grade 6 or a comparable position with exemplary performance;
- iii. Should have worked with any of the Disciplined Forces of Kenya or any other reputable security firm with a Discharge Certificate;
- iv. Must possess a valid Police Clearance Certificate.
- v. Must possess a current First Aid Certificate;
- vi. Must possess a current Fire Fighting Certificate;
- vii. Must be computer literate;
- viii. Must demonstrate excellent customer service skills;
- ix. Must demonstrate knowledge of relevant policies, strategies, regulations and procedures; and
- x. Experience in a University or institution of Higher learning and possession of relevant additional training will be an added advantage.

OR

- i. Should have been Non-commissioned officers in Disciplined forces;
- ii. Must possess three (3) years' experience in grade 6 or a comparable position with exemplary performance;
- iii. Must possess a valid Police Clearance Certificate;
- iv. Must be computer literate;
- v. Must demonstrate excellent customer service skills;
- vi. Must demonstrate knowledge of relevant policies, strategies, regulations and procedures; and
- vii. Experience in a University or institution of Higher learning and possession of relevant additional training will be an added advantage.

Duties & Responsibilities

- i. Support the implementation of security policies to protect University personnel from harassment, threats, and violence;
- ii. Contribute to risk assessments and help develop emergency response strategies.
- iii. Monitor and maintain a consistently safe and secure campus environment.
- iv. Stay informed about new security risks and share relevant updates to improve safety measures.
- v. Ensure timely security responses to emergencies, including medical, fire, and intrusion incidents.
- vi. Detect, investigate, and report security breaches and unusual activities to senior management.
- vii. Compile and present regular security reports, outlining departmental performance and improvement areas.
- viii. Keep detailed and accurate records of crimes and incidents for transparency and accountability.
- ix. Help create and implement security tools such as identification passes and visitor registers to control access.
- x. Participate in investigations and legal processes related to campus security incidents.
- xi. Prepare and submit monthly reports to support security-related decision-making.
- xii. Organize and manage security operations to protect University people and property.
- xiii. Perform additional duties as assigned to meet University security needs.



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v. ICT Officer I, (Database Administrator) - Grade 10 - CUK/ADMIN/ICT/ ICTO I - DBA/5/25 (1)**TERMS OF SERVICE**

Permanent and Pensionable.

REMUNERATION:

Basic Salary per month range: Kshs. (63,647/= - 97,988/=)

House Allowance per month: Kshs. 35, 383/=)

Applicants should meet the following requirements:

- i. Must possess a Bachelors Degree in Computer Science, Information Technology or a related field from an accredited or recognized institution;
- ii. Must possess three (3) years' experience in grade 9 or comparable position with exemplary track record experience in database administration or applications development, including system customisations, Integrations, & Report designs for/in a University setting;
- iii. Must have demonstrable experience with Oracle, MSSQL, MySQL/MariaDB, SQLite and PostgreSQL databases and database abstraction tools e.g. ADO.NET, ORM, LINQ to SQL etc.
- iv. Must have demonstrable knowledge in database performance housekeeping such as tuning, indexing etc.
- v. Must have demonstrable knowledge in Systems Integrations using both RESTful and SOAP-based APIs;
- vi. Advanced knowledge of relevant ERP Systems;
- vii. Must demonstrate Systems development experience with any modern programming tools/platforms e.g. PHP, NET, JavaScript, Java etc. is an added advantage.

Duties & Responsibilities

- i. Developing and maintaining database documentation, including data standards, procedures and definitions for data elements and tables in the institution;
- ii. Identifying and implementing database requirements for new or existing applications by working collaboratively with other teams;
- iii. Optimizing database performance and efficiency by evaluating and recommending new database technologies;
- iv. Supporting users and developers by resolving data-related technical issues and troubleshooting queries by guiding them with best practices;
- v. Executing regular database maintenance tasks, including database defragmentation, backups, and database replication;
- vi. Developing User Requirement Analysis – URA documents for new developments or as per the users' requirements and mapping of the same to the software and/or database components;
- vii. Defining and implementing event triggers that will alert on potential database performance or integrity issues;
- viii. Performing the necessary technical design and development functionality to ensure that business application systems can be effectively developed and implemented;
- ix. In collaboration with other teams, design and develop front-end tier(s), middle tier(s), and /or back-end database tier(s) for business application;
- x. Configuring and/or customizing business applications to meet business requirements using various database and software tools;
- xi. Making improvements to, and offering inputs on, the existing software;
- xii. Creating software testing environments (database) and carrying out test procedures using defined use cases;
- xiii. Assisting in presentations of system functionality to new users and departments. Drive systems adoption by business users;
- xiv. Work directly with the IT support teams to resolve data-related issues identified and escalated during daily operations;
- xv. Investigating data-related issues/bugs with the software and working with the development team on resolving the issues;
- xvi. Identifying, reporting, and managing database security issues, audit trails, and forensics;



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- xvii. In collaboration with other teams, develop and provide reports and documentation of the new software version and changes;
- xviii. Researching and providing input on database design approach, performance and base functionality improvements for various procedures and applications;
- xix. Reviewing database user requirements documents to ensure that requirements are testable;
- xx. Developing test plans, test cases, test scripts and test reports on multiple projects of varying sizes;
- xxi. Designing, developing and operating automated software build, packaging, testing and deployment tools to ensure predictable and repeatable software migration from development to test and eventually production environments - Continuous Integration (CI) and Continuous Delivery (CD);
- xxii. May be required to perform other related duties based on the CUK's needs.

Technical/ Functional competencies

- i. Ability to use a scripting language (like Python or Perl) to automate database administration tasks
- ii. Experience with web servers and application servers e.g. Apache, IIS, Apache Tomcat, JBoss, WebSphere, WebLogic.
- iii. Experience in data warehousing, business analytics, knowledge in Business Systems Modelling and data retrieval.
- iv. An added advantage is relevant database administration certificates, such as Oracle Certified Professional (OCP) or Microsoft Certified Database Administrator (MCDBA).
- v. Wide knowledge of testing approaches, manual and automated software testing
- vi. Knowledge of database automation tools
- vii. Unix user skills.
- viii. Experience in process and procedure management.
- ix. Good understanding of Service Oriented Architecture (SOA).
- x. Demonstrate integrity and professional competence as reflected in work performance and results.

vi. Assistant Office Administrator II – Grade 6 - CUK/ADMIN/AOA III/5/25(3)

TERMS OF SERVICE:

Permanent and Pensionable.

REMUNERATION:

Basic Salary per month range: Kshs. (36,914/= - 56,833/=)

House Allowance per month: Kshs. 21,230/=

Applicants should meet the following requirements:

- i. Must possess a Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) or equivalent qualifications from an accredited/recognized institution;
- ii. Must possess three (3) years' experience at Grade 5 with exemplary performance;
- iii. Must be computer literate;
- iv. Must demonstrate excellent customer service skills;
- v. Must be knowledgeable on relevant ERP systems; and
- vi. Must demonstrate knowledge of relevant policies, strategies, regulations and procedures.

OR

- i. Must possess a KCSE Certificate;
- ii. Must possess Typewriting III (50 wpm);
- iii. Must possess Office Management III;
- iv. Must possess Business English II;
- v. Must possess Secretarial Studies II;
- vi. Must possess Commerce II;
- vii. Must possess Shorthand II (90 wpm);
- viii. Must Possess three (3) years' experience at Grade 5 with exemplary performance;
- ix. Must be computer literate;
- x. Must demonstrate excellent customer service skills;
- xi. Must be knowledgeable on relevant ERP systems; and
- xii. Must demonstrate knowledge of relevant policies, strategies, regulations and procedures.



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Duties & Responsibilities

- i. Maintain and update databases such as contact lists and client information to ensure accuracy.
- ii. Retrieve the requested information promptly for the supervisor.
- iii. Manage the supervisor's schedule, including meetings, appointments, and travel plans.
- iv. Welcome and attend to visitors and clients, providing relevant information and maintaining a professional image.
- v. Handle incoming phone calls, addressing inquiries from parents, staff, and stakeholders.
- vi. Coordinate meetings by setting agendas, booking venues, organising refreshments and recording the proceedings.
- vii. File and organize office documents for easy access and future reference.
- viii. Safeguard confidential documents and ensure secure record handling.
- ix. Track correspondence and file movements through proper record-keeping and sign-off procedures.
- x. Uphold office etiquette and protocol to maintain a positive corporate image.
- xi. Ensure office cleanliness to promote a conducive work environment.
- xii. Manage and report on petty cash or imprest for departmental operations.
- xiii. Carry out other tasks as needed to support University operations.
- xiv. May be required to perform other related duties based on the CUK's needs.

How to apply

Applicants should:

- i. Visit the University website **www.cuk.ac.ke** on the footer under the IMPORTANT LINKS section, CLICK ONLINE RECRUITMENT PORTAL, log in and fill out the application form, attach testimonials. Submission of the online application and the attachments is **MANDATORY**;
- ii. Submit one (1) hard copy of the letter of application, certificates, testimonials and updated curriculum vitae to include full details of education, professional qualifications, experience, membership with professional bodies, current salary, names and addresses of three referees;
- iii. Academic staff should attach:
 1. Evidence of publications;
 2. Evidence of supervision of postgraduate students;
 3. Evidence of curricula developed;
 4. Evidence research funds attracted; and
 5. Evidence of Research/Consultancy activities.
- iv. Indicate the position and the reference number on the application letter and on the envelope which should be addressed to:

The Deputy Vice-Chancellor, Finance, Planning & Administration
The Co-operative University of Kenya
P.O. Box 24814 - 00502
Karen- Kenya.

- v. Recommendations from at least three (3) referees should be sent separately to the address above on or before **3rd June, 2025 at noon**;
- vi. All applications must be received by **3rd June, 2025 at noon**. Applications received later than this period will not be considered;



- vii. Candidates with academic qualifications obtained from foreign Universities will be expected to submit recognition and equation of certificates by the Commission of University Education (CUE).

Note 1: The Co-operative University of Kenya is an Equal opportunity employer; Female applicants, persons with disabilities and those from marginalized areas are encouraged to apply.

Note 2: Only shortlisted candidates will be contacted.

Note 3: Successful candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010, including submission of VALID AND CURRENT clearance certificates from the following:

1. Police Clearance Certificate from the Directorate of Criminal Investigations (DCI);
2. Clearance Certificate from the Higher Education Loans Board;
3. Tax Compliance Certificate from the Kenya Revenue Authority;
4. Clearance from the Ethics and Anti-Corruption Commission; and
5. Report from an Approved Credit Reference Bureau.

Note 4. By submitting this application, applicants will be consenting CUK to conducting background checks as part of the hiring process.

