



KIBABII UNIVERSITY

EXTERNAL ADVERTISEMENT FOR ADMINISTRATIVE VACANCIES

Pursuant to Part V Section 35 of the Universities Act 2012, Part IV Section 23 of the Kibabii University Charter, 2015 and Kibabii University Statutes 2023, the University invites applications from suitably qualified applicants for the following vacant positions:

ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Accounts Officer II	AD 8	KIBU/ADM/58/2025	1
2.	Games & Sports Attendant III	AD 2	KIBU/ADM/59/2025	1
3.	Artisan IV	AD 1	KIBU/ADM/60/2025	3
Grand Total				5

1. ACCOUNTS OFFICER II GRADE AD 8 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance, or its equivalent qualification from a recognized and accredited institution;
- ii. Certified Public Accountant Part I or equivalent qualification from accredited examination body;
- iii. Registered with relevant professional body; and
- iv. Proficiency in computer applications.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated officer. An officer may be deployed to Finance or Accounts Departments. Duties and responsibilities at this level will entail: -

- i. Preparing and reviewing periodic expenditure returns;
- ii. Maintaining the general ledger;
- iii. Assisting in tax accounting and remitting statutory deductions;
- iv. Keeping safe custody of payments and journal vouchers;
- v. Processing payments and other disbursements;
- vi. Issuing demand notes and following delinquent accounts;
- vii. Maintaining asset registers;
- viii. Preparing payment vouchers;

Approved,
18/07
2025



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- ix. Preparing bank reconciliation statements;
- x. Reconciling students' accounts;
- xi. Preparing customer invoices for the services rendered; and
- xii. Undertaking regular banking.

2. GAMES AND SPORTS ATTENDANT III, GRADE AD 2 - ONE (1) POSITION

Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education mean grade D+ (Plus) with at least two (2) science subjects or their equivalent passes in either English or Kiswahili; and
- ii. A Basic Certificate Level in Coaching or officiating in at least one sports discipline from a recognized institution.

Duties and Responsibilities

Duties and responsibilities will entail:-

- i. Coaching of students under supervision of a senior officer;
- ii. Treating swimming pool water;
- iii. Maintaining the playground to the required standards;
- iv. Monitoring athletics track or cleaning/polishing the gymnasium arena;
- v. Keeping safe custody of the tools and chemicals; and
- vi. Carrying the equipment to sports ground.

3. ARTISAN IV, GRADE AD 1 (2 GARDENERS & 1 CARPENTER) THREE (3) POSITIONS

Requirements for Appointment

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

- (i) Trade Test Grade III Certificate or its equivalent from an accredited examining body; and
- (ii) Proficiency in computer applications.

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under supervision and guidance of a designated officer. Duties and responsibilities at this level will entail: -

- (i) Carrying out gardening, carpentry, environmental and building works;
- (ii) Perform basic repair and maintenance of facilities;
- (iii) Cleaning and maintenance of machines, tools and equipment;
- (iv) Carrying out routine checks for repairs and maintenance of works and equipment;
- (v) Making requisitions for materials and spares;
- (vi) Installing and operating equipment;
- (vii) Testing equipment for proper operation; and
- (viii) Interpreting simple drawings.



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Terms and Conditions

In accordance with Kibabii University Charter and Statutes, successful candidates for the positions of, Accounts Officer II, Games & Sports Attendant III, and Artisan IV shall hold office on permanent and pensiable terms subject to satisfactory performance in accordance with the terms and conditions of service as approved by University Council from time to time.

How to Apply

Each application shall be accompanied by detailed curriculum vitae with three (3) referees, certified copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.

Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).

Successful applicants shall be required to submit the following documents:-

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

All applications should be clearly marked with the referenced number of the advertised position and submitted as follows:

1. Six (6) hard Copies; and
2. Electronic scanned copy in PDF format (as one running document) to be sent to the following e-mail recruitment@kibu.ac.ke by **5pm EAT Friday, 8th August, 2025**.

The Six (6) hard Copies must be submitted on or before **Friday, 8th August, 2025** and be addressed to:-

**The Vice Chancellor, Kibabii University,
P.O. Box 1699 - 50200,
Bungoma**

OR

**Dropped at:
Kibabii University – Main Campus
Administration Registry, Third Floor Room ADA 306**

Please Note:

- i. Kibabii University is an equal opportunity employer. **WOMEN, MARGINALIZED AND PERSONS LIVING WITH DISABILITY are encouraged to apply.**
- ii. The University does not charge any fee for the whole recruitment and selection exercise.
- iii. Any form of canvassing will lead to automatic disqualification of the applicant.
- iv. Only shortlisted candidates will be contacted.



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