

OFFICE OF THE DEPUTY VICE-CHANCELLOR ADMINISTRATION, FINANCE AND PLANNING

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Ref: RU/AFP/HR/009/AP/003/E/25

Date: 17th September, 2025

POSITIONS FOR ADVERTISEMENT

Applications are invited from qualified candidates for the following positions:

ADMINISTRATIVE POSITIONS

S/N	POSITION	SCALE	NO. OF POSITIONS	REFERENCE NUMBER
1.	Registrar, Academic Affairs (Re-Advertisement)	Grade RU 15	1	RU/AFP/01/09/25
2.	Registrar, Administration and Planning (Re-Advertisement)	Grade RU 15	1	RU/AFP/02/09/25
3.	Deputy Registrar, Administration and Planning	Grade RU 14	1	RU/AFP/03/09/25
4.	Deputy Registrar, Academic Affairs	Grade RU 14	1	RU/AFP/04/09/25
5.	Deputy Dean of Students	Grade RU 14	1	RU/AFP/05/09/25
6.	Deputy University Librarian	Grade RU 14	1	RU/AFP/06/09/25
7.	Deputy Finance Officer	Grade RU 14	1	RU/AFP/07/09/25
8.	Farm Manager (Re-Advertisement)	Grade RU 12	1	RU/AFP/08/09/25
9.	Braille Transcriber Technician	Grade RU 8	1	RU/AFP/09/09/25
10.	Administrative Assistant II	Grade RU 7	3	RU/AFP/10/09/25
11.	Corporate Communications Assistant	Grade RU 7	1	RU/AFP/11/09/25
12.	Assistant Technician I	Grade RU 6	1	RU/AFP/12/09/25

13.	Auxiliary Staff	Grade RU 2	2	RU/AFP/13/09/25
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ACADEMIC POSITIONS

S/N	POSITION	SPECIALIZATION	SCALE	NO. OF POSITIONS	REFERENCE NUMBER
1.	Lecturer	Political Science (Re-Advertisement)	Grade RU 12	1	RU/ASA/01/09/25
2.	Lecturer	French (Re-Advertisement)	Grade RU 12	1	RU/ASA/02/09/25
3.	Lecturer	Hotel and Hospitality Management (Re-Advertisement)	Grade RU 12	1	RU/ASA/03/09/25
4.	Lecturer	Special Needs Education – Visual Impairment (Re-Advertisement)	Grade RU 12	1	RU/ASA/04/09/25
5.	Lecturer	Special Needs Education – Hearing Impairment (Re-Advertisement)	Grade RU 12	1	RU/ASA/05/09/25
6.	Lecturer	Pure Mathematics	Grade RU 12	1	RU/ASA/06/09/25
7.	Lecturer	International Relations	Grade RU 12	1	RU/ASA/07/09/25
8.	Lecturer	Chemistry (Organic/Physical)	Grade RU 12	1	RU/ASA/08/09/25
9.	Lecturer	Geography with Mining	Grade RU 12	1	RU/ASA/09/09/25
10.	Lecturer	Information Technology	Grade RU 12	1	RU/ASA/10/09/25
11.	Lecturer	Economics	Grade RU 12	1	RU/ASA/11/09/25
12.	Lecturer	Literature	Grade RU 12	1	RU/ASA/12/09/25
13.	Lecturer	Physical Education/Sports Science	Grade RU 12	1	RU/ASA/13/09/25
14.	Lecturer	Science Methods (Biology/Chemistry/Physics /Mathematics)	Grade RU 12	1	RU/ASA/14/09/25



15.	Lecturer	Technology Education – Computer Studies	Grade RU 12	1	RU/ASA/15/09/25
16.	Tutorial Fellow	Education Management and Policy	Grade RU 11	2	RU/ASA/16/09/25
17.	Tutorial Fellow	Human Resource Management	Grade RU 11	1	RU/ASA/17/09/25
18.	Tutorial Fellow	Health Records/Health Systems	Grade RU 11	1	RU/ASA/18/09/25

REQUIREMENTS FOR APPOINTMENT

REGISTRAR, ACADEMIC AFFAIRS –SCALE RU 15

Registrar, Academic Affairs shall hold office for a period of four (4) years, renewable once subject to satisfactory performance.

Job Description

An officer at this level shall:

- i. Coordinate the preparation of teaching and examination time-tables ensuring that they come out on time and properly updated to guide in administration of academic programs and student assessment;
- ii. Coordinate the preparation of the University academic calendars;
- iii. Coordinate Academic Affairs and processing of examination, academic transcripts, and certificates for students;
- iv. Coordinate graduation activities;
- v. Coordinate development and review of curricular;
- vi. Coordinate the process of credit transfer, verification, and certification of academic qualifications of students seeking admission;
- vii. Participate in the establishment of linkages with the industry and external organizations;
- viii. Ensure strict conformance to rules and regulations that govern the implementation of the academic syllabus, students research program and students conduct within the University;
- ix. Provide secretarial services to the University Senate and all committees relating to academic matters;
- x. Work closely with academic departments to ensure compliance with the requirements of professional, statutory and other regulatory bodies;
- xi. Communicate, follow-up and implement decisions of the Management Board within the Academic Affairs Division;
- xii. Manage efficient use of teaching and learning facilities;
- xiii. Manage graduation and convocation ceremonies;
- xiv. Facilitate straining needs assessment among teaching and technical staff within the Academic Affairs Sub-Division;



- xv. Prepare and approve the unit budget;
- xvi. Control the Unit expenditure;
- xvii. Account for the funds allocated to the Unit;
- xviii. Ensure proper records, use, safety and custody of assets allocated to the unit; and
- xix. Perform any other duty as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must:

- (i) Be a holder of an earned PhD or equivalent degree qualification in a relevant area from a recognized and accredited University;
- (ii) Be at least a Senior Lecturer who has had experience in management (Chair of Department/Dean of Faculty or School); OR have served for at least three (3) years as a Deputy Registrar-Academic Affairs.
- (iii) Demonstrate a clear understanding of national development policies, goals and objectives and ability to integrate them into academic functions.
- (iv) Comply with the age requirements as stipulated in the relevant Public Service Commission guidelines.
- (v) Fulfill the requirements of Chapter Six of the Constitution of Kenya 2010.

DEPUTY REGISTRAR, ACADEMIC AFFAIRS –SCALE RU 14

Job Description

An officer at this level shall:

- i. Coordinate the preparation and implementation of the University Almanac;
- ii. Coordinate Student admission;
- iii. Coordinate the processing of examinations, academic transcripts and certificates;
- iv. Coordinate Senate and Senate sub-committee meetings;
- v. Coordinate Staff management within the Unit;
- vi. Compile programs on offer from schools and submit the same to KUCCPS to facilitate allocation of Government Sponsored Students;
- vii. Attend to students' requests and inquiries on matters of inter/intra school transfer, inter-university;
- viii. Transfer, deferments/Semester-offs, resumption/re-admission, among others;
- ix. Ensure enforcement of Rules and Regulations governing examinations and conduct of students;
- x. Organize for the registration exercise for both new students and continuing students;
- xi. Prepare quarterly reports for the Academic Affairs Unit;
- xii. Compile undergraduate/postgraduate programs on offer from schools and prepare for advertisement of the same;
- xiii. Coordinate student disciplinary matters;
- xiv. Coordinate marketing of academic programs;
- xv. Prepare the Unit budget;
- xvi. Prepare the Unit procurement plans;
- xvii. Manage expenditure of the Unit; and



xviii. Perform any other duty as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must:

- (i) Have Bachelor's Degree from a recognized institution;
- (ii) Have Master's Degree in relevant field from a recognized institution;
- (iii) Have at least twelve (12) years relevant administrative experience, three (3) of which at Senior Assistant Registrar or comparable position;
- (iv) Demonstrate a clear understanding of national development policies, goals and objectives and ability to integrate them into academic functions;
- (v) Comply with the age requirements as stipulated in the relevant Public Service Commission guidelines; and
- (vi) Fulfill the requirements of Chapter Six of the Constitution of Kenya 2010.

PhD qualification in a relevant field will be an added advantage.

REGISTRAR, ADMINISTRATION AND PLANNING–SCALE RU 15

A Registrar, Administration and Planning shall hold office for a period of four (4) years, renewable once subject to satisfactory performance.

Job Description

The officer at this level shall:

- i. Coordinate development of the University's Strategic Plan and the regular review of the same;
- ii. Coordinate the development of the University's Master Plan so as to offer guidance towards achievement of the University's Strategic Plan;
- iii. Coordinate the development and review of long-term and short-term policies to govern the operations of the University to guide in achieving the set objectives enforce continuous improvement in service delivery;
- iv. Coordinate the development of annual budgets for the various University units for use in managing funds allocated to each of the departments;
- v. Participate in the development of the University's capital plan and periodic review of the same so as to implement the projects;
- vi. Supervise the various departmental heads under the Division continually to ensure compliance to the set policies and alignment of departmental activities towards achievement of targets;
- vii. Coordinate the Annual Staff Performance Appraisal;
- viii. Coordinate performance contracting, measurement and monitoring in line with Strategic Plan;
- ix. Coordinate training and development programmes of staff in the University and ensure their implementation;
- x. Communicate and make regular follow-up on the implementation of decisions made by the University's Management Board within the Division;

- xi. Provide secretariat services to the committees of the Division and ensure proper documentation of all deliberations for future reference;
- xii. Collect evidence used in gauging achievement of performance targets within the division;
- xiii. Liaise with the Heads of Departments within the Division on a regular basis to identify any training needs among staff members and make necessary arrangements for the same activities;
- xiv. Ensure regular performance of maintenance and repair activities on existing physical infrastructure within the University;
- xv. Ensure the continuous enforcement quality management systems within the University;
- xvi. Process staff disciplinary matters to enforce ethical behavior within the University;
- xvii. Ensure fleet planning and management within the University;
- xviii. Design and conduct surveys to obtain feedback and ensure the University delivers quality services to both its internal and external customers;
- xix. Determine and allocate resources within the division;
- xx. Conduct staff needs assessment for continuous planning and staff development;
- xxi. Ensure proper health and safety working conditions as provided for in applicable laws;
- xxii. Ensure smooth and efficient operations of the staff;
- xxiii. Ensure industrial peace in the University by helping in collective bargaining, joint consultations and settlement of disputes; and
- xxiv. Perform any other duty as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years relevant work experience, three (3) of which should be as Deputy Registrar, Administration, or in a comparable position;
- (ii) Bachelor's degree from a recognized and accredited institution;
- (iii) Relevant Master's degree from a recognized and accredited institution;
- (iv) Registered with relevant professional body and in good standing;
- (v) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them into administrative functions;
- (vi) Complied with the age requirements as stipulated in the relevant Public Service Commission guidelines; and
- (vii) Fulfilled requirements of Chapter Six of the Constitution of Kenya 2010.

PhD qualification in relevant field is an added advantage

DEPUTY REGISTRAR, ADMINISTRATION AND PLANNING–SCALE RU 14

Job Description

An officer at this level shall:

- i. Coordinate development of the University's Strategic Plan and the regular review of the same;
- ii. Coordinate the development of the University's Master Plan so as to offer guidance towards achievement of the University's Strategic Plan;
- iii. Coordinate the development and review of long-term and short-term policies to govern the operations of the University to guide in achieving the set objectives enforce continuous



- improvement in service delivery;
- iv. Coordinate the development of annual budgets for the various University units for use in managing funds allocated to each of the departments;
 - v. Participate in the development of the University's capital plan and periodic review of the same so as to implement the projects;
 - vi. Supervise the various departmental heads under the Division continually to ensure compliance to the set policies and alignment of departmental activities towards achievement of targets;
 - vii. Coordinate the Annual Staff Performance Appraisal;
 - viii. Coordinate performance contracting, measurement and monitoring in line with Strategic Plan;
 - ix. Coordinate training and development programmes of staff in the University and ensure their implementation;
 - x. Communicate and make regular follow up on the implementation of decisions made by the University's Management Board within the Division;
 - xi. Provide secretariat services to the committees of the Division and ensure proper documentation of all deliberations for future reference;
 - xii. Collect evidence used in gauging achievement of performance targets within the division;
 - xiii. Liaise with the Heads of Departments within the Division on a regular basis to identify any training needs among staff members and make necessary arrangements for the same activities;
 - xiv. Ensure regular performance of maintenance and repair activities on existing physical infrastructure within the University;
 - xv. Ensure the continuous enforcement quality management systems within the University;
 - xvi. Process staff disciplinary matters to enforce ethical behavior within the University;
 - xvii. Ensure fleet planning and management within the University;
 - xviii. Design and conduct surveys to obtain feedback and ensure the University delivers quality services to both its internal and external customers;
 - xix. Determine and allocate resources within the division;
 - xx. Conduct staff needs assessment for continuous planning and staff development;
 - xxi. Ensure proper health and safety working conditions as provided for in applicable laws;
 - xxii. Ensure smooth and efficient operations of the staff;
 - xxiii. Ensure industrial peace in the University by help in collective bargaining, joint consultations and settlement of disputes; and
 - xxiv. Perform any other duty as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree from a recognized institution;
- (ii) Master's Degree in relevant field from a recognized institution;
- (iii) At least twelve (12) years relevant experience, three (3) of which at Senior Assistant Registrar or comparable position;
- (iv) Registered with relevant professional body in good standing; and
- (v) Fulfilled requirements of Chapter Six of Constitution of Kenya 2010.



DEPUTY DEAN OF STUDENTS - SCALE RU 14

Job Description

An officer at this level shall:

- i. Plan, coordinate, implement, monitor and control administrative functions of various Units of the Students' Affairs;
- ii. Manage the expenditure of the Student Governing Council;
- iii. Oversee the smooth transition of the Rongo University Student Association;
- iv. Coordinate in conjunction with the students' organization various activities of the students;
- v. Organize clubs, societies and other associations activities;
- vi. Supervise and coordinate all students' publication like newsletters and newspaper;
- vii. Oversee the management of Students Centre facilities;
- viii. Coordinate Alumni matters;
- ix. Supervise staff in the Unit including ensuring target setting, performance evaluation, mentoring, training and development of staff in the department;
- x. Advise the Student Governing Council in matters concerning its functions;
- xi. Administer Rongo University Student Association elections;
- xii. Clearing of internal and external students' correspondence;
- xiii. Provide secretarial assistance to the Dean of Students;
- xiv. Receive students' disciplinary cases and processing them in consultation with the Deputy Vice-Chancellor (ASA) for the Students Disciplinary Committee;
- xv. Assist in clearing students leaving the county to other countries in conjunction with the Ministry of Education;
- xvi. Keep in safe custody all Rongo University Student Association equipment;
- xvii. Promote placement and employment linkages for students;
- xviii. Promote and maintain students' welfare (including work study, religion, clubs, societies and bereavements) and ensure conformity to University goals and policies.
- xix. Enforce adherence to rules and regulations by student to promote harmony and achievement of academic pursuit among student;
- xx. Liaise with general public and other stakeholders in students matters;
- xxi. Identify and recommend needy students to the management for support;
- xxii. Attend to any queries/ or complaints and address them or channel them to the necessary office; and
- xxiii. Perform any other duty as may be assigned from time to time

Requirements for Appointment

For appointment to this grade, a candidate must:

- (i) Have Bachelor's Degree in Humanities, Education, Psychology or equivalent qualification from recognized institution;
- (ii) Have Master's degree in, Humanities, Education, Psychology or equivalent qualification from recognized institution;
- (iii) Have at least fifteen (15) years relevant work/counselling experience nine (9) of which should have been in institution of higher learning;
- (iv) Be computer literate;



- (v) Have training in public relations;
- (vi) Shown merit and ability as reflected in work performance and results; and
- (vii) Fulfill requirements of Chapter Six of Constitution of Kenya 2010.

PhD qualification is an added advantage.

DEPUTY UNIVERSITY LIBRARIAN - SCALE RU 14

Job Description

An officer at this level shall:

- i. Coordinate the acquisition of varied, authoritative, and up-to-date information resources in all formats;
- ii. Oversee the organization of Library's information resources using internationally recognized standards;
- iii. Coordinate information literacy and research support programs;
- iv. Coordinate the preparation of departmental plans and budget to ensure appropriate staffing and use of resources;
- v. Coordinate Library staff appraisals;
- vi. Supervise Library staff;
- vii. Design a sustainable and continuous mechanism for monitoring and evaluation of Library resources; and
- viii. Perform any other duty as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Ph.D. degree in Library and Information Sciences or equivalent qualification from a recognized institution;
- (ii) Served as Senior Librarian I or equivalent for at least three (3) years;
- (iii) Published at least four (4) articles in refereed journals or a book;
- (iv) Evidence of scholarship and/or research in the area of one's specialization; and
- (v) Membership of professional society/association (KLA, LA, ALA); and
- (vi) Fulfilled requirements of Chapter Six of Constitution of Kenya 2010.

DEPUTY FINANCE OFFICER - SCALE RU 14

Job Description

An officer at this level shall:

- i. Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements, to assess the University's financial performance and position.
- ii. Conduct variance analysis, trend analysis, and financial forecasting to identify opportunities for cost savings, revenue enhancement, and operational efficiency improvements.
- iii. Provide financial insights and recommendations to senior management to support decision-making and strategic planning initiatives.
- iv. Assist in the development, implementation, and monitoring of the University's annual operating budget and long-term financial plans.
- v. Collaborate with departmental managers and budget owners to prepare budget proposals,



- track budget expenditures, and assess budgetary performance against targets.
- vi. Forecast financial outcomes and project future financial trends based on historical data, market trends, and operational assumptions.
 - vii. Oversee day-to-day financial operations, including accounts payable, accounts receivable, payroll processing, and general ledger maintenance.
 - viii. Ensure timely and accurate recording of financial transactions, adherence to accounting principles and standards, and compliance with regulatory requirements.
 - ix. Review financial reports, reconciliations, and journal entries prepared by accounting staff to ensure accuracy and completeness.
 - x. Establish and maintain effective internal controls, policies, and procedures to safeguard University assets, prevent fraud, and ensure compliance with regulatory requirements.
 - xi. Conduct internal audits, risk assessments, and control evaluations to identify control weaknesses, mitigate risks, and enhance operational efficiency.
 - xii. Coordinate with external auditors, regulatory agencies, and internal stakeholders to facilitate financial audits and compliance reviews.
 - xiii. Evaluate, implement, and maintain financial systems, software applications, and technology solutions to streamline accounting processes and enhance data integrity.
 - xiv. Provide training, support, and guidance to accounting staff on the use of financial systems, tools, and technologies to optimize productivity and accuracy.
 - xv. Perform any other duty as may be assigned from time to time.

Requirements for Appointment

To be appointed to this grade, a candidate must:

- (i) Have Masters Degree from a recognized institution in a relevant field such as Accounting, Finance or Business Administration;
- (ii) Have CPA (K) or equivalent qualification;
- (iii) Have at least fifteen (15) years relevant experience, six (6) of which in a senior position at level of Accountant and above;
- (iv) Be a registered member of ICPAK or any other recognized accounting professional body in good standing;
- (v) Be Computer literate;
- (vi) Have training in public relations; and
- (vii) Fulfil requirements of Chapter Six of Constitution of Kenya 2010.

PhD in a relevant area will be an added advantage

FARM MANAGER – SCALE RU 12

Rongo University is looking for a skilled and experienced manager with good business sense to improve profitability of its income generating activities. The University requires a person focused on efficiency and takes a hands-on approach to management. The Manager will help the University to plan its farm enterprises for maximum profit. The responsibilities include monitoring staff, crops, and livestock, purchasing supplies, preparing budgets and reports, and declaring significant profit to the university.



Job Description

An officer at this level shall:

- i. Plan farm operation, select profitable enterprise(s) to be undertaken and set income targets for each enterprise;
- ii. Keep records of livestock and/or crops and ensure the farm is profitable;
- iii. Carry out the day-to-day and long-term management of the University Farm;
- iv. Supervise staff, monitor crops and animals, and handle various administrative tasks and prepare budgets, purchase supplies, maintain relationships with vendors and clients, and ensure maximum profitability;
- v. Analyze existing operations, crops, livestock, staff, and financial documents and recommend improvements for profitability;
- vi. Prepare plans and schedules for livestock and crops and ensure farm inputs are efficiently utilized and regularly restocked;
- vii. Schedule repairs, maintenance, and replacement of equipment and machinery;
- viii. Handle the marketing and sale of products produced on the farm like fruit, vegetables, dairy, meat, and grain;
- ix. Ensure all staff adheres to health and safety regulations;
- x. Collaborate with Management to prepare budgets and financial reports;
- xi. Build professional networks and keeping abreast of developments in agricultural science; and
- xii. Perform any other duty as may be assigned from time to time.

Requirements

For appointment to this grade, a candidate must have:

- (i) Bachelors Degree in Agriculture or Agribusiness and Management or related field from a recognized institution;
- (ii) Masters degree in Agriculture or Agribusiness and Management or related field from a recognized institution;
- (iii) At least six (6) years relevant work experience;
- (iv) Training in Public Relations;
- (v) Computer literacy; and
- (vi) Fulfilled requirements of Chapter Six of Constitution of Kenya 2010.

Interview

Shortlisted candidates will be required to make a 10-minute presentation on a Business Plan of an enterprise of their choice.

Appointment

Successful applicant will be appointed on a three (3) years contract renewable on satisfactory performance.



BRAILLE TRANSCRIBER TECHNICIAN - SCALE RU 8

Job Description

An officer at this level shall:

- i. Transcribe printed materials and resources into Braille format using Braille transcription software and equipment following Braille transcription guidelines, standards, and formatting specifications;
- ii. Support teaching and research by overseeing practical sessions;
- iii. Proofread and edit transcribed materials to ensure accuracy, consistency, and readability of Braille output;
- iv. Prepare documents for Braille transcription;
- v. Maintain confidentiality and security of sensitive or proprietary information contained in the materials being transcribed;
- vi. Conduct quality assurance checks on completed Braille transcriptions to ensure compliance with transcription standards, accuracy of content, and adherence to formatting guidelines;
- vii. Collaborate with visually impaired individuals, accessibility specialists, and educators to solicit feedback on Braille materials;
- viii. Provide regular updates and reports on Braille transcription activities; and
- ix. Perform any other duty as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Higher National Diploma or Bachelors Degree in Special Needs Education or equivalent from a recognized institution;
- (ii) Certificate in Braille Proficiency;
- (iii) Certificate in Braille Machine repair;
- (iv) Certificate in Mobility;
- (v) At least three (3) years relevant work experience;
- (vi) Computer literacy; and
- (vii) Fulfil requirements of Chapter Six of Constitution of Kenya 2010.

ADMINISTRATIVE ASSISTANT II - SCALE RU 7

Job Description

An officer at this level shall:

- i. Participate in development of departmental procedures and objectives to support the realization of the University's mandate;
- ii. Participate in development of procurement plan, budgets and work plans for the department to ensure operational efficiency;
- iii. Participate and contribute in development of policies and strategies to achieve the objectives of the University;
- iv. Provide secretariat services to relevant departmental and University committees;
- v. Coordinate workshops, conferences and seminars and compile reports and workshop proceedings;



- vi. Collect, collate, analyze data and prepare reports for managing decisions to uphold quality assurance;
- vii. Arrange for, coordinate meetings, record minutes and prepare relevant briefs for decision making;
- viii. Implement and maintain quality management systems for efficiency and effectiveness;
- ix. Interpret and implement policies and strategies at the department level to ensure quality assurance;
- x. Provide customer care support through timely response to queries to ensure customer satisfaction;
- xi. Handle complaints and compliments in the department and provide feedback for continual improvement;
- xii. Develop, maintain and update documents and records in the department for easy access;
- xiii. Participate in the preparation of graduation list;
- xiv. Participate in outreach activities including shows and exhibitions in fulfilling the University's mandate;
- xv. Participate in admission of new students; and
- xvi. Perform any other duty as may be assigned from time to time

Requirements for Appointment

For appointment to this scale, a candidate must have:

- (i) Bachelors Degree from a recognized institution;
- (ii) Computer literacy; and
- (iii) Fulfil requirements of Chapter Six of Constitution of Kenya 2010.

A Postgraduate qualification will be an added advantage

CORPORATE COMMUNICATIONS ASSISTANT – SCALE RU 7

Job Description

An officer at this level shall:

- i. Provide creative direction, conceptualize design strategies, and lead the development of visual assets and multimedia materials that align with the University's brand identity, mission, and objectives;
- ii. Collaborate with marketing strategists, content creators, and communication specialists to translate marketing goals and messaging into compelling visual narratives and design solutions;
- iii. Design and produce a wide range of visual materials, including print and digital graphics, illustrations, infographics, presentations, promotional materials, and branded merchandise;
- iv. Create multimedia content for online platforms, social media channels, email campaigns, digital signage, and interactive presentations, integrating text, images, videos, and animations as needed;



- v. Ensure all design assets meet quality standards, accessibility guidelines, and technical specifications for printing, web display, and digital distribution;
- vi. Develop and maintain brand guidelines, style guides, and design templates to streamline workflows, empower stakeholders, and facilitate compliance with brand standards;
- vii. Monitor usage of brand elements, logos, colors, typography, and imagery in accordance with established brand guidelines and licensing agreements;
- viii. Manage design projects from concept to completion within set timelines;
- ix. Collaborate with cross-functional teams to execute design projects effectively;
- x. Contribute to design-related initiatives, workshops, and training programs aimed at enhancing design literacy, promoting creative excellence;
- xi. Undertake technical activities and operations in typesetting, design and layout of works for publication; and
- xii. Perform any other duty as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, one must have:

- (i) Bachelors Degree in Communication/Media/Public Relations/ Hospitality/Tourism or equivalent
- (ii) Computer literacy

ASSISTANT TECHNICIAN I - SCALE RU 6

Job Description

An officer at this level shall:

- i. Clean and sterilize laboratory equipment and work surfaces;
- ii. Ensure that all laboratory areas are kept tidy and free from hazards;
- iii. Assist in setting up and dismantling laboratory apparatus;
- iv. Monitor and maintain inventory levels of laboratory supplies and consumables;
- v. Assist Technicians and Researchers with routine tasks; and
- vi. Perform any other duty as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in relevant field from a recognized institution with at least six (6) years relevant post-qualification work experience,

OR,

Higher National Diploma (HND) in relevant field from a recognized institution;

- (ii) Computer literacy;
- (iii) Shown merit and ability as reflected in work performance and results; and
- (iv) Fulfil requirements of Chapter Six of Constitution of Kenya 2010.



AUXILIARY STAFF - SCALE RU 2

Job Description

An officer at this level shall:

- i. Perform routine maintenance tasks such as cleaning and repairing of University buildings, offices, and common areas;
- ii. Assist with assembling and disassembling of furniture, equipment, and fixtures as needed;
- iii. Ensure cleanliness and sanitation of University facilities by performing cleaning duties;
- iv. Empty trash receptacles, recycle bins, and dispose of waste in accordance with University policies and environmental regulations;
- v. Restock supplies such as paper products, soap, and cleaning chemicals in restrooms, classrooms, and other designated areas;
- vi. Assist with the setup and cleanup during University events;
- vii. Arrange furniture, equipment, signage, and decorations according to event requirements and floor plans;
- viii. Provide logistical support, such as transporting materials, assisting attendees, and coordinating with event organizers to ensure smooth operations;
- ix. Provide general assistance and support to University staff, students, and visitors as directed by supervisors or unit managers;
- x. Maintain records, inventory, and equipment in accordance with University policies and procedures; and
- xi. Perform any other duty as may be assigned from time to time

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) or equivalent; and
- (ii) Fulfil requirements of Chapter Six of Constitution of Kenya 2010.

LECTURER – SCALE RU 12

Job Description

An officer at this level shall:

- i. Teach and evaluate/assess courses in one's discipline at undergraduate and graduate levels;
- ii. Conduct research to inform knowledge, policy and practice;
- iii. Develop proposals to attract research funding;
- iv. Disseminate research findings through publications in peer reviewed journals, monographs, policy briefs, conferences and other creative works;
- v. Develop innovation and inventions and register patents;
- vi. Supervise and examine undergraduate and graduate projects, tutorials, practicals/practicums, and field attachment sessions;
- vii. Provide mentorship and career counselling to students and junior staff;
- viii. Initiate and execute research project;



- ix. Collaborate with academic faculty on curriculum development and review;
- x. Collaborate with the industry and other stakeholders for consultancy services in their areas of expertise;
- xi. Establish partnerships, linkages and networks through projects and source donors for community projects;
- xii. Provide professional and community service; and
- xiii. Perform any other duty as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) PhD or equivalent Degree from a recognized institution in the relevant specialization,
OR,
Masters degree in the relevant field from a recognized University with at least three (3) years teaching experience at University level or 6 years in research or industry;
- (ii) Registered with a relevant professional body (*where applicable*);
- (iii) Demonstrated ability for university teaching and research;
- (iv) Participated in conferences and similar learned fora;
- (v) A minimum of six (6) publication points, of which at least four (4) should be from refereed scholarly journals; and
- (vi) Fulfil requirements of Chapter Six of Constitution of Kenya 2010.

TUTORIAL FELLOW – SCALE RU 11

Job Description

An officer at this level shall be appointed on contract of two (2) years and renewable not more than two (2) times and shall:

- i. Conduct tutorials, research, publish under the supervision of a senior academic staff;
- ii. Participate in writing proposals for grants;
- iii. Assist in academic demonstrations and assessment of undergraduate students reports;
- iv. Assist in the supervision of undergraduate projects, tutorials and practical, field and attachment sessions;
- v. Participate in research projects;
- vi. Participate in professional and community service; and
- vii. Perform any other duty as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Masters Degree in a relevant field from a recognized institution;

OR,

Be a holder of MBChB, BDS with additional specialized training;

- (ii) Be registered with the relevant professional body (*where applicable*);
- (iii) Demonstrated ability for University teaching and research;
- (iv) Participated in conferences and similar learned fora; and
- (v) Fulfil requirements of Chapter Six of Constitution of Kenya 2010.

Mode of Application

Interested applicants are required to submit ten (10) copies of their applications containing copies of the application letters, updated Curriculum Vitae, ALL academic and professional qualifications including transcripts, work experience and other relevant certificates and testimonials. The reference number of the position applied for **MUST** be indicated on the application letter and the envelope.

Applications should be addressed to:

**Deputy Vice-Chancellor,
Administration, Finance & Planning,
P.O. Box 103-40404,
RONGO.**

Applicants are advised to contact their referees and request them to send reference letters to the above address on sealed envelopes. For further details and job requirements of the positions, please visit the Rongo University website www.rongovarsity.ac.ke/vacancies.

Rongo University is an equal opportunity employer and, therefore, applicants of either gender, persons with disabilities and those from marginalized areas are encouraged to apply. Interested applicants should submit their applications so as to be received on or before **30th September 2025** at 5:00pm.

Applications received latter than the deadline will not be considered. Only shortlisted candidates will be contacted and any form of canvassing will lead to automatic disqualification.

Rongo University is ISO 9001:2015 Certified

