



KIBABII UNIVERSITY

EXTERNAL ADVERTISEMENT FOR TEACHING AND 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:

TEACHING POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Lecturer/Research Fellow (Physics)	AC 12	KIBU/ACA/62/2025	1
2.	Lecturer/Research Fellow (Health Management Systems)	AC 12	KIBU/ACA/63/2025	1
3.	Lecturer (Mechanical Engineering)	AC 12	KIBU/ACA/64/2025	1
Sub-total				3
ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Deputy University Librarian (<i>Re-advertisement</i>)	AD 14	KIBU/ADM/74/2025	1
2.	Dean of Students (<i>Re-advertisement</i>)	AD 15	KIBU/ADM/75/2025	1
3.	Senior Accountant (<i>Re-advertisement</i>)	AD 13	KIBU/ADM/76/2025	1
4.	Senior Supply Chain Management Officer III	AD 11	KIBU/ADM/77/2025	1
5.	Public Health Assistant III (<i>Re-advertisement</i>)	AD 5	KIBU/ADM/78/2025	1
6.	Driver	AD 4	KIBU/ADM/79/2025	2
Sub-total				7
Grand Total				10

A. TEACHING POSITIONS

1. LECTURER/RESEARCH FELLOW, GRADE AC 12 – THREE (3) POSITIONS

Requirements for Appointment

Approved

 01/12
 2025



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For appointment to this grade, a candidate must have:

- i. PhD or equivalent degree qualification (*or a Master's degree qualification in special cases*) in the relevant area from a recognized/accredited University;
- ii. A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers;
- iii. Be registered or registerable with the relevant professional body (where applicable); and
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Lecturing in area of specialization in accordance with the syllabus;
- ii. Coordinating course projects and practical work;
- iii. Preparing teaching/learning materials;
- iv. Setting, invigilating and marking examinations/assignments;
- v. Carrying out research work in relevant field or specialization;
- vi. Preparing students progress reports;
- vii. Developing proposals for research funding;
- viii. Writing journal articles and books;
- ix. Presenting academic papers in conferences/seminars/workshops or symposia;
- x. Developing and reviewing academic programmes/curricula; and
- xi. Supervising Tutorial/Junior Research Fellows and students.

B. ADMINISTRATIVE POSITIONS

1. DEPUTY UNIVERSITY LIBRARIAN, GRADE AD 14 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Master's Degree in Library Studies, Library Science, Information Science or equivalent qualification from a recognized institution;
- ii. Bachelor's Degree in Library Studies, Library Science, Information Science or equivalent qualification from a recognized Institution;
- iii. Served in the grade of Senior Librarian Grade 13 or in a comparable position for a minimum period of three (3) years;
- iv. Published two (2) articles in peer reviewed journals;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- vi. Certificate in computer applications from a recognized institution;
- vii. Demonstrated professional and administrative ability required for efficient performance of duties at this level;
- viii. Registered with relevant professional body; and
- ix. PhD degree will be an added advantage.



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Duties and Responsibilities

The Deputy University Librarian will be responsible to University Librarian. Duties and responsibilities at this level will entail:

- i. Coordinating of unified list of periodicals in the University's information centres and libraries;
- ii. Standardizing of cataloging, classification, indexing and dissemination of information;
- iii. Managing the establishment of Library Information Centres in the institution;
- iv. Supervising, guiding and counseling of library staff;
- v. Monitoring publishing trends to advise on procurement of latest library information materials;
- vi. Communicating and interpreting library policies, procedures, to users;
- vii. Coordinating, weeding and discarding of library materials;
- viii. Facilitating cataloguing of data for library materials in line with established international standards;
- ix. Providing input in the development and review of library technical service manual;
- x. Preparing work plans and quarterly reports for the library;
- xi. Managing the library web site;
- xii. Monitoring and Evaluation of the Library management system;
- xiii. Ensuring that service points function effectively; and
- xiv. Promoting innovation and keeping abreast with new technological trends.

2. DEAN OF STUDENTS, GRADE AD 15 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. PhD in Education, Psychology, Social Sciences or equivalent qualification from a recognized institution;
- ii. Master's Degree in Education, Psychology, Social Sciences or equivalent qualification from a recognized institution;
- iii. Bachelor's Degree in Education, Psychology, Social Sciences or equivalent qualification from a recognized institution;
- iv. Served in the grade of Deputy Dean of Students Grade 14 for a minimum period of three (3) years;
- v. Certificate in Strategic Leadership/Governance Course lasting not less than six (6) weeks will be an added advantage;
- vi. Registration with a relevant professional body;
- vii. Certificate in computer applications from a recognized institution; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Liaising with other service Departments that affect Housing, Health, Catering, Sports and Welfare of students including Guidance, Counselling and Wardenship;



- ii. Advising the Students Association in matters concerning its functions and regulate expenditure of its finances;
- iii. Administering the Students' Organization of Kibabii University (SOKU) elections and to oversee a smooth transition from one outgoing Student Council to a new one;
- iv. Arranging in conjunction with the Students' Organization various types of entertainment for students and coordinate all other cultural activities and co-curricular activities;
- v. Processing students' non-academic disciplinary cases in consultation with the Deputy Vice-Chancellor (Academics and Students Affairs) for the Students Disciplinary Committee;
- vi. Supervising and coordinating all students' publications and newspapers, maintain a communication link (dialogue) between the University Management and the students through their Organization;
- vii. Helping in clearing students leaving/entering the country to/from other countries in conjunction with the Ministry in charge of Education and other relevant Government Agencies;
- viii. Planning, preparing and directing students' welfare activities;
- ix. Keeping in safe custody all SOKU equipment and maintain records for them;
- x. Overseeing the management of Students' Centre facilities; and
- xi. Undertaking such other official assignments as may be assigned from time to time by the Vice Chancellor or Deputy Vice Chancellor (Academics and Students Affairs).

3. SENIOR ACCOUNTANT, GRADE AD 13 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Master's degree in any of the following disciplines:- Business Administration (Finance or Accounting option) or equivalent qualification from a recognized institution;
- ii. Bachelor's degree in any of the following disciplines:- Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or equivalent qualification from a recognized institution;
- iii. Served in the grade of Accountant I Grade AD 12 or in a comparable position for a minimum period of three (3) years;
- iv. Passed CPA III /ACCA III from a recognized institution;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- vi. Be a member of recognized professional body in good standing; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Interpreting, advising and coordinating implementation of government financial policies, regulations and procedures;
- ii. Spearheading the formulation and review of financial management and accounting procedures;
- iii. Overseeing preparation of annual financial statements;
- iv. Ensuring compliance with public sector and donor financial reporting guidelines;
- v. Overseeing preparation and implementation of financial manuals and procedures;
- vi. Authorizing payments;
- vii. Ensuring compliance with expenditure limits;
- viii. Reviewing the applications of accounting standards and systems;
- ix. Monitoring and ensuring timely production of management and statutory financial reports;



- x. Instituting accounting and internal control procedures;
- xi. Formulating financial management procedures;
- xii. Ensuring that all donor and government grants are accounted for appropriately;
- xiii. Preparing, planning and coordinating external audit; and
- xiv. Approving and correcting journal entries prepared by accountants.

4. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER III, GRADE AD 11– ONE POSITION

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. Master's degree in any of the following disciplines:- Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management or equivalent qualification from a recognized institution with three (3) years relevant work experience;

OR

Bachelor's degree in any of the following disciplines:- Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management or equivalent qualification from a recognized institution;

Served in the grade of Supply Chain Management Officer I Grade 10 or in a comparable position for a minimum period of three (3) years;

- ii. Be a member of the Institute of Purchasing and Supplies or any other recognized professional body;
- iii. Certificate in Computer Applications from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Preparation of tender documents;
- ii. Secretariat services to the tender opening and technical evaluation committees;
- iii. Preparation of periodic procurement reports;
- iv. Participation in technical and financial evaluation of tenders;
- v. Secretariat services to procurement committees;
- vi. Handling queries from both internal and external customers;
- vii. Implementing provision of the Procurement Manuals;
- viii. Conducting market research and surveys of goods and services;
- ix. Providing input in preparing specifications;
- x. Ensuring safe custody of stores;
- xi. Disposing unserviceable, obsolete and surplus stores and equipment for disposal; and
- xii. Issuing of stores to users;



5. PUBLIC HEALTH ASSISTANT III, GRADE AD 5 - ONE (1) POSITION

Requirements for Appointment

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

- i. Diploma in Environmental Health or Public Health or its equivalent from an accredited examining body;
- ii. Registered with relevant professional body (where applicable);
- iii. Valid practicing license from the relevant professional body (where applicable);
- iv. Proficiency in Computer Applications.

Duties and Responsibilities

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

- i. Identifying environmental health issues;
- ii. Maintaining up to date records of services rendered;
- iii. Implementing vector, vermin and rodent control measures;
- iv. Issuing of statutory notices;
- v. Inspecting all sources of water and ensuring testing to ascertain safe drinking water;
- vi. Undertaking inspection for preventive maintenance of health care facilities;
- vii. Overseeing construction of sanitary facilities;
- viii. Collecting food samples for bacteriological and chemical analysis;
- ix. Initiating and implementing public Health Care Programmes;
- x. Implementing integrated mosquito control and other public health strategies;
- xi. Following up on proper collection and disposal of solid/liquid waste;
- xii. Coordination of fumigation services to ensure quarterly fumigation of halls of residence and any other building within the Institution;
- xiii. Taking wastewater samples for testing to determine degree of effluence;
- xiv. Maintaining Records on disease outbreaks;
- xv. Coordinating outreach programmes; and
- xvi. Preparing and issuing of certificate of inspection to all buildings within the institution.

6. DRIVER I, GRADE AD 4 – TWO (2) POSITIONS

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or equivalent qualification from a recognized institution;



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- ii. A valid driving license free from any Current endorsement(s) for class(es) of vehicle (s) an officer is required to drive;
- iii. Served in the grade of Driver II Grade AD 3 or in a comparable position for a minimum period of three (3) years;
- iv. Passed the Occupational Trade Test Grade II;
- v. Public Service Vehicle (PSV) certificate;
- vi. Defensive Driving Certificate from Automobile Association (AA) of Kenya or its equivalent qualifications from a recognized institution;
- vii. A Refresher Course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- viii. A valid Certificate of Good Conduct from the Kenya Police Service;
- ix. Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution; and
- x. Demonstrated merit and ability in driving and maintenance of vehicles.

Duties and Responsibilities

- i. Driving a motor-vehicle as authorized;
- ii. Carrying out minor mechanical repairs;
- iii. Security of the vehicle on and off the road;
- iv. Safety of passengers and /or goods therein;
- v. Maintaining cleanliness of the assigned vehicles and carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure;
- vi. Carrying out minor repairs including oiling and greasing;
- vii. Detecting and reporting malfunctioning of vehicle systems;
- viii. Maintenance of work tickets for vehicle assigned;
- ix. Ensuring the vehicle has the necessary documentation; and
- x. Ensuring the vehicle has relevant repair tools and serviced on time.

Terms and Conditions

In accordance with Kibabii University Charter and Statutes, successful candidates shall hold office for a period indicated below subject to satisfactory performance in accordance with the terms and conditions of service as approved by University Council from time to time:

S/No.	Position	Tenure
1.	Lecturer, Deputy University Librarian, Senior Accountant, Senior Supply Chain Management Officer, Public Health Assistant, Driver	Permanent Terms
3.	Dean of Students	Five-years contract

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).



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1st December, 2025

Successful candidates 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 Councilrecruitment@kibu.ac.ke by **5pm EAT Friday, 19th December, 2025**.

The Six (6) hard Copies must be submitted on or before **Friday, 19th December, 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:

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



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