

OFFICE OF THE DEPUTY VICE – CHANCELLOR
(ADMINISTRATION, FINANCE AND PLANNING)

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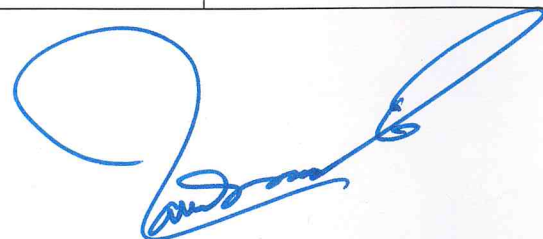
Date: 11th May, 2026

ADVERTISEMENT FOR VACANT POSITIONS

Applications are invited from qualified candidates for the following positions:

ACADEMIC POSITIONS					
S/N	POSITION	SPECIALIZATION	GRADE	NO. OF POSITIONS	REFERENCE NUMBER
1.	Lecturer	Soil Science	Grade RU 12	1	RU/ASA/01/05/26
2.	Lecturer	Environmental Science	Grade RU 12	1	RU/ASA /02/05/26
3.	Lecturer	Special Needs Education – Visual Impairment (Re-Advertisement)	Grade RU 12	1	RU/ASA/03/05/26
4.	Tutorial Fellow	Pure Mathematics	Grade RU 11	1	RU/ASA/04/05/26
5.	Tutorial Fellow	Applied Statistics	Grade RU 11	1	RU/ASA/05/05/26
6.	Research Assistant		Grade RU 10	1	RU/ASA/06/05/26

ADMINISTRATIVE POSITIONS				
S/N	POSITION	GRADE	NO. OF POSITIONS	REFERENCE NUMBER
1.	Assistant Registrar (Human Resource)	Grade RU 12	1	RU/AFP/01/05/26
2.	Accountant	Grade RU 12	1	RU/AFP/02/05/26
3.	Assistant Accountant II	Grade RU 9	1	RU/AFP/03/05/26



ADMINISTRATIVE POSITIONS

S/N	POSITION	SCALE	NO. OF POSITIONS	REFERENCE NUMBER
1.	Registrar, Academic Affairs (Re-Advertisement)	Grade RU 15	1	RU/ASA/01/09/25
2.	Registrar, Administration & Planning (Re-Advertisement)	Grade RU 15	1	RU/ASA /02/09/25

CANCELLED



REQUIREMENTS FOR APPOINTMENT ACADEMIC POSITIONS

1. LECTURER – SCALE RU 12

Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Hold Doctor of Philosophy or equivalent degree from a recognized institution in the relevant specialization,
OR,
A Master's 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; and
- ii. Be registered or registerable with the relevant professional body (*where applicable*).
- iii. Demonstrated ability for University teaching and research;
- iv. Have 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 journal papers for Masters holders or four (4) publication points of which at least two (2) should be from refereed journal papers for PhD holders; and
- vi. Fulfil requirements of Chapter Six of Constitution of Kenya 2010.

Job Description for the position of a Lecturer

- i. Teach and examine courses for Bachelors and Masters programmes;
- ii. Carry out some teaching for PhD and equivalent courses, if already a PhD holder;
- iii. Supervise tutorials, practical, field and attachment sessions;
- iv. Supervise project, dissertation and thesis research;
- v. Participate in the development of academic programmes;
- vi. Participate in development and execution of funded research and development proposals;
- vii. Disseminate information through publications, registration of products, and other appropriate fora;
- viii. Carry out internal administrative functions in committees, other appointments; and
- ix. Provide professional consultancies and community services.

2. TUTORIAL FELLOW – SCALE RU 11

For appointment to this grade, a candidate must:

- i. Hold Masters Degree from a recognized institution;
OR;
MB-ChB, BDS with additional specialized training;
- ii. Have demonstrated ability for University teaching and research;
- iii. Have participated in conferences and similar learned fora;
- iv. Fulfil requirements of Chapter Six of Constitution of Kenya 2010.



Job Description for the position of Tutorial Fellow

The Tutorial Fellow will carry out the functions listed hereunder, with supervision of the Head of Department and assigned Senior Research or Academic Staff in the Department:

- i. Carry out limited teaching under the supervision of assigned senior staff;
- ii. Marking of term papers and other class assignments, laboratory and field reports, special project reports and tutorial, and such other assignments, under the supervision of assigned senior staff;
- iii. Provide professional and community services;
- iv. Carry out other administrative duties & responsibilities as may be assigned by Head of Department;
- v. Perform any other duty as may be assigned from time to time.

3. RESEARCH ASSISTANT - GRADE RU 10

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in a relevant field from a recognized institution;
- ii. Registered with the relevant professional body (*where applicable*);
- iii. Registered for a relevant Master's Degree within one (1) year of appointment;
- iv. Computer literacy; and
- v. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

Any recommendations/ commendations or additional certificate will be an added advantage.

Job Description to the position of Research Assistant

An officer at this level shall be appointed on contract 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 planning, coordination and execution of special projects and initiatives;
- iv. Assist in drafting, reviewing and editing documents and correspondences;
- v. Prepare reports, summaries and presentations;
- vi. Analyze data and provide insights to support strategic decision making;
- vii. Assist in academic demonstrations and assessment of undergraduate students reports;
- viii. Assist in the supervision of undergraduate projects, tutorials and practical, field and attachment sessions;
- ix. Participate in research projects;
- x. Participate in professional and community service; and
- xi. Perform any other duty as may be assigned from time to time.



ADMINISTRATIVE POSITIONS

1. ASSISTANT REGISTRAR (HUMAN RESOURCE) - GRADE RU 12

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Cumulative service period of six (6) years' relevant work experience, three (3) of which must have been at the grade of Senior Administrative Assistant I in Human Resource or in a comparable position in an institution of higher learning or equivalent;
- ii. Master's Degree in Human Resource Management;
- iii. Bachelor's Degree in Human Resource from a recognized institution;
- iv. Certified Human Resource Professional (CHRP-K) Certificate;
- v. Professional membership to the Institute of Human Resource Management (IHRM) and in good standing;
- vi. Valid Practicing Certificate;
- vii. Computer literacy; and
- vi. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.
A PhD in a relevant field will be an added advantage

Job Description

An officer at this level shall:

- i. Prepare reports and make recommendations to the Management on matters relating to Human Resources;
- ii. Ensure safe custody of documents pertaining to Human Resource functions to ensure human capital data protection and easy retrieval;
- iii. Oversee the handling of staff records relating to employees and dependents and subsequent forwarding of this to various service providers;
- iv. Draft advertisements and oversee recruitment and selection processes in line with approved budget allocations and staff establishments;
- v. Process appointment letters for employees;
- vi. Input staff data into the enterprise Resource Planning (ERP);
- vii. Implement staff training through staff training needs assessment;
- viii. Prepare and implement staff induction and orientation programmes for new employees;
- ix. Oversee processing of staff annual leave requests;
- x. Oversee the efficient operation of Central Registry and Mail Registry;
- xi. Ensure all mails are delivered and official mails to the University are properly handled;
- xii. Implement Human Resource Policies and other relevant policies governing human resource and ensure processes and procedures are adhered to;
- xiii. Handle staff disciplinary matters;
- xiv. Oversee University staff performance appraisals;



- xv. Coordinate staff welfare programmes to ensure welfare needs of employees are met on time;
- xvi. Handle staff insurance matters and group insurance policies;
- xvii. Oversee processing of bank loans to staff by ensuring compliance to the a third rule;
- xviii. Supervise staff, assign duties, monitor delivery levels and provide mentorship; and
- xix. Perform any other duty as may be assigned from time to time.

2. ACCOUNTANT - GRADE RU 12

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree from a recognized institution in a relevant field such as Accounting, Finance or Business Administration;
- ii. CPA (K) or its equivalent;
- iii. At least twelve (12) years relevant work experience, three (3) of which must have been Assistant Accountant I or equivalent;
- iv. Registered member of ICPAK or its equivalent and in good standing;
- v. Training in Public relations;
- vi. Computer literacy; and
- vii. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.
A Master's Degree in a relevant field will be an added advantage

Job Description

An officer at this level shall:

- i. Analyze revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis;
- ii. Prepare monthly account reconciliations;
- iii. Analyze financial statements on a monthly basis and report on variances;
- iv. Prepare financial and tax audits;
- v. Assist with preparing tax returns and corporate reporting requirements;
- vi. Analyze and prepare quarterly financial reports;
- vii. Document, monitor and review internal controls;
- viii. Monitor budget implementation to ensure there are no budget overruns;
- ix. Work with other units on cost reduction initiatives;
- x. Perform cash flow forecasting and budgeting;
- xi. Facilitate and complete monthly, quarterly and annual closing procedures;
- xii. Prepare project cost reports for review and approval; and
- xiii. Perform any other duty as may be assigned from time to time.



3. ASSISTANT ACCOUNTANT II - GRADE RU 9

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree from a recognized institution in a relevant field such as Accounting, Finance or Business Administration;
- (ii) CPA (K) or its equivalent;
- (iii) At least six (6) years relevant work experience;
- (iv) Registered member of ICPAK or its equivalent in good standing;
- (v) Computer literacy; and
- (vi) Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

Job Description

An officer at this level shall:

- i. Supervise the accounting staff in section on a day to day basis;
- ii. Organize the section into jobs and tasks on a day to day, weekly and monthly basis to ensure that the tasks are carried out in accordance with the University regulation and policies;
- iii. Prepare periodic final accounts documents to inform management's decision-making process;
- iv. Participate in the formulation of the departmental budget;
- v. Ensure that transactions are well recorded on a day to day basis;
- vi. Verify payment vouchers and carry out payment ledger postings on a day to day basis;
- vii. Supervise and induct new staff into the department;
- viii. Prepare debtors and creditors control accounts on a regular basis;
- ix. Prepare the bank reconciliation statements for the University on a regular basis; and
- x. Perform any other duty as may be assigned from time to time.

APPLICATION PROCEDURE

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

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

For further details and requirements please visit the Rongo University website
www.rongovarsity.ac.ke/vacancies.

Interested applicants should submit their applications so as to be received on or before **3rd June, 2026 at 5:00 p.m.** Any form of canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.

Rongo University is an Equal Opportunity Employer.



Rongo University is ISO 9001:2015 Certified