



Telephones: 020-2310512/18 Email: info@chuka.ac.ke Website: www.chuka.ac.ke
P. O. Box 109-60400, Chuka

JOB VACANCIES

Chuka University, a fast-growing Public University situated in serene breathtaking scenery 186 km from Nairobi city, seeks to recruit competent and suitably qualified, self-driven individuals to fill the following Teaching and Non-Teaching Vacancies.

1. OFFICE OF DEPUTY VICE-CHANCELLOR (ACADEMIC, RESEARCH & STUDENTS AFFAIRS)

<i>POSITION</i>	Vacancies
<i>REGISTRAR, ACADEMICS</i> GRADE 15, REF: CU/AD/1/10/2021	1
<i>FACULTY OF AGRICULTURE & ENVIRONMENTAL STUDIES</i>	
ASSOCIATE PROFESSOR GRADE 14, REF: CU/AD/2/10/2021 • Hospitality and Hotel Management	1
SENIOR LECTURER GRADE 13, REF: CU/AD/3/10/2021 • Tourism/Travel Operations Management	1
<i>FACULTY OF HUMANITIES AND SOCIAL SCIENCES</i>	
ASSOCIATE PROFESSOR GRADE 14, REF: CU/AD/4/10/2021 • Geography • Sociology • Psychology	1 1 1
LECTURER GRADE 12, REF: CU/AD/5/10/2021 • Criminology • Economics • Library and Information Studies • Community Development • History • French	1 1 1 2 1 1
ASSISTANT LECTURER/TUTORIAL FELLOW, GRADE 11, REF: CU/AD/6/10/2021 • Philosophy	1
<i>FACULTY OF SCIENCE, ENGINEERING AND TECHNOLOGY</i>	

ASSOCIATE PROFESSOR GRADE 14, REF: CU/AD/7/10/2021 Electrical and Electronics Engineering	1
LECTURER GRADE 12, REF: CU/AD/8/10/2021 • Industrial Chemistry/Chemical Engineering	1
TECHNOLOGISTS GRADE C, REF: CU/AD/9/10/2021 • Control Option • Power Option • Telecommunication Option	1 1 1

2. OFFICE OF THE DEPUTY VICE-CHANCELLOR (ADMINISTRATION, FINANCE, PLANNING & DEVELOPMENT)

<i>POSITION</i>	Vacancies
Registrar (Administration and Planning) GRADE 15. REF: CU/AD/10/10/2021	1
Deputy Registrar GRADE 14. REF: CU/AD/11/10/2021	2
Quantity Surveyor GRADE 14. REF: CU/AD/12/10/2021	1
Chief Catering Officer GRADE 12. REF: CU/AD/13/10/2021	1
Administrative Assistants GRADE D. REF: CU/AD/14/10/2021	9
Mechanic I GRADE IV. REF: CU/AD/15/10/2021	1
Carpenter I GRADE IV. REF: CU/AD/16/10/2021	1

3. MEDIA STUDIO

<i>POSITION</i>	Vacancies
Reporter/News anchor GRADE C REF: CU/AD/17/10/2021	2
Media Technician GRADE C REF: CU/AD/18/10/2021	2

4. CHOGORIA CAMPUS

<i>POSITION</i>	Vacancies
Cleaner/Messenger GRADE III. REF: CU/AD/19/10/2021	3
Guards GRADE III. REF: CU/AD/20/10/2021	3
Clerks GRADE III. REF: CU/AD/21/10/2021	2
Electrician II GRADE III. REF: CU/AD/22/10/2021	1
Plumber II GRADE III REF: CU/AD/23/10/2021	1

5. IGEMBE CAMPUS

	POSITION	Vacancies
	Cleaner/Messenger GRADE III. REF: CU/AD/24/10/2021	3
	Guards GRADE III. REF: CU/AD/25/10/2021	3
	Clerks GRADE III. REF: CU/AD/26/10/2021	2

6. KAIRINI

	POSITION	Vacancies
	Medical Laboratory Technologist GRADE C/D REF: CU/AD/27/10/2021	2
	Health Records Officer GRADE A. REF: CU/AD/28/10/2021	2
	Accounts Assistant II GRADE A REF: CU/AD/29/10/2021	2
	Plant Operator GRADE A REF: CU/AD/30/10/2021	1
	Guards GRADE III. REF: CU/AD/31/10/2021	2
	Farm/Livestock Assistant II GRADE 3 GRADE III. REF: CU/AD/32/10/2021	3

FURTHER DETAILS

Interested applicants are advised to visit the Chuka University website: <http://www.chuka.ac.ke> for the conditions for eligibility, requirements and other details for all the positions.

METHOD OF APPLICATION

Applicants must submit ten (10) copies of application letters giving details of their age, education and professional qualifications, detailed work experience, present post and salary, applicant's telephone and email address, and enclosing duly certified copies of certificates and testimonials and giving names, addresses of three (3) referees who are knowledgeable about the applicant's competence, and a detailed Curriculum Vitae.

Applicants should request their referees to write and their confidential recommendation letters sent on their behalf directly to the undersigned. The name and the reference number of the position for which application is made should be clearly indicated on the envelope.

Applications should reach the undersigned not later than **Friday 12th November, 2021 at 5 p.m.**

**The Vice-Chancellor
Chuka University
P. O. Box 109-60400, Chuka**

Chuka University is an equal opportunity employer and canvassing will lead to automatic disqualification. Women and persons with disability are encouraged to apply.

JOB DESCRIPTIONS & QUALIFICATION REQUIREMENTS

ACADEMIC POSITIONS

ASSOCIATE PROFESSOR: GRADE 14

This is a supervisory grade and the appointee shall be expected to provide academic, administrative and research leadership to members of lower grades.

Qualifications Requirements

- Must have an earned Ph.D. degree or its equivalent in the relevant field from a recognized academic institution.
- Must have at least three (3) years of university teaching and research experience since becoming a Senior Lecturer.
- Must have at least four (4) articles in refereed journals since last promotion **OR** one (1) book plus two (2) articles, or two book chapters or two (2) books **OR** at least three (3) distinguished and refereed exhibitions or performances of original creation, plus two (2) articles since appointment as a Senior Lecturer.
- Must have successfully supervised at least one (1) Ph.D. student and 2 Masters Degree students **OR** four Masters students since last promotion.
- Should have attended and contributed at learned conferences, seminars or workshops.
- Should show evidence of continued research and effective teaching.
- Should show evidence of being a member of recognized relevant professional body.
- Should show evidence of leadership (administrative experience, active participation in departmental/university activities as well as national and international activities).
- Should show evidence of attendance and contribution at learned conferences, seminars or workshops.

Duties and Responsibilities

The responsibilities of an Associate Professor are as follows:

- Teaching and evaluation of undergraduate and postgraduate students
- Setting, moderating, administering, processing and marking examinations
- Academic advising and mentoring undergraduate and postgraduate students.
- Providing academic leadership to the academic staff in the Department and Faculty.
- Participating in teaching both undergraduate and postgraduate students.
- Carrying out research in the area of specialization, and providing consultancy services to the community.
- Participating in planning, development and evaluation of curricula in the Department and Faculty.
- Participating in planning, development and implementation of educational activities in the department and faculty.

- Supervising of postgraduate and undergraduate students in research and other educational activities.
- Establishing of inter-institutional linkages.
- Initiating, planning and implementing research and/or development activities in the department.
- Participating in planning and development of Department and Faculty strategic plans.
- Attending and contributing in conferences, seminars, workshops, meetings in the relevant fields.
- Providing direction and guidance on new areas of study to both Faculty staff and students.
- Planning and development of educational learning and teaching materials in the area of specialization.
- Initiating, planning and coordinating capacity building programmes for the improvement of the university in the area of research, training and consultancy.
- Attending and Participating in Departmental meetings and good quality teaching. Participating in other activities for effective and efficient management of the Department and Faculty.
- Performing any other duties as may be assigned or delegated by the Head of Department or other Chief Officer of the University in accordance with the University Statutes.

SENIOR LECTURER, GRADE 13

This is a supervisory grade and the appointee shall be expected to provide academic and research leadership to members of lower cadres.

Qualifications Requirements

- Must have an earned Ph.D. degree or its equivalent in the relevant field from a recognized academic institution.
- Must have at least three (3) years of University teaching at the level of a full time Lecturer.
- Must have at least four (4) articles in refereed journals since becoming a Lecturer, **OR** at least one (1) refereed book in candidate's professional area published by recognized publishers, **plus** two (2) articles, **OR** at least (3) distinguished exhibition, performances or original creation, **plus** one (1) article in a refereed journal since becoming a lecturer.
- Should show evidence of supervision of postgraduate students.
- Should have attended and contributed at learned conferences, seminars or workshops.
- Should have evidence of affiliation with recognized and relevant professional bodies.
- Should have evidence of contribution to University life through active participation in Departmental and Faculty activities and good quality teaching attendance of meetings, student academic advising and committee membership.

Duties and Responsibilities

The responsibilities of a Senior Lecturer are as follows:

- Teaching and evaluation of undergraduate and postgraduate students
- Setting, moderating, administering, processing and marking examinations
- Academic advising and mentoring undergraduate and postgraduate students.
- Articulating the Vision and Mission of the University and the Department.
- Initiating, planning and conducting research.
- Developing teaching and learning materials.
- Supervising postgraduate's students in research activities.
- Participating in preparation of Department and Faculty development plans.
- Organizing and supervising educational activities for undergraduate students.
- Participating in preparation of Department and Faculty development plans.
- Attending and participating in seminars, workshops, conferences in relevant fields.
- Participating in planning, development, implementation and evaluation of curricula in the Department.
- Attending and Participating in Departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- Performing other duties and responsibilities as may be assigned or delegated by Head of Department, Dean of Faculty or other Chief Officer of the University in accordance with the University Statutes.

LECTURER, GRADE 12

Qualifications Requirements

- Must have an earned Ph.D. degree in the relevant area or its equivalent from a recognized academic institution. **OR**
- Must have a Masters degree from a recognized academic institution.
- Must have at least three (3) years of teaching or research experience at University level after obtaining a Masters degree.
- Must have at least two (2) publications in refereed journals or one (1) book or 2 (two) book chapters in relevant areas.

Duties and Responsibilities

The responsibilities of a Lecturer are as follows:

- Teaching and evaluation of undergraduate and postgraduate students.
- Setting, moderating, administering, processing and marking examinations.
- Academic advising and mentoring undergraduate and postgraduate students.
- Articulating the Vision and Mission of the University, Department and the Faculty.
- Initiating, planning and conducting research.
- Development of teaching and learning materials.

- Supervising undergraduate and postgraduate students in research activities. Developing research proposals for funding.
- Participate in meetings and conferences related to research and building inter-disciplinary collaboration within and outside the department.
- Participating in preparation of Department and Faculty strategic plans.
- Organizing and supervising educational activities for undergraduate and postgraduate students.
- Attending and participating in seminars, workshops, conferences etc, in relevant fields.
- Participating in administrative, academic and consultancy activities in Department and other organizations.
- Participating in planning, development, implementation and evaluation of curricula in the Department.
- Attending and participating in the Departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- Performing any other duties and responsibilities as may be assigned or delegated by the Head of Department, Dean of Faculty or other Chief Officer of the University in accordance with the University Statutes.

ASSISTANT LECTURER/TUTORIAL FELLOW, GRADE 11

Qualifications Requirements

- Must have a Master's Degree or its equivalent in a relevant field from a recognized academic institution
- Should have at least one (1) year teaching experience in a University.
- Should demonstrate potential for university teaching, research and registration for Ph.D. studies.

Duties and Responsibilities

The responsibilities of an Assistant Lecturer/Tutorial Fellow are as follows:

- Teaching, evaluation and mentoring undergraduate students.
- Setting, administering and marking undergraduate examinations.
- Pursuing higher degrees.
- Articulating the Vision and Mission of the University and the Department.
- Initiating, planning and conducting research.
- Developing teaching and learning materials.
- Participating in preparation of Department and Faculty development plans.
- Organizing and supervising educational activities for undergraduate students.
- Attending and participating in seminars, workshops and conferences in relevant fields.
- Participating in administrative, academic and consultancy activities in the Department and other Organizations.

- Participating in planning, development, implementation and evaluation of curricula in the Department.
- Participating in Departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- Performing other duties and responsibilities as may be assigned or delegated by Head of Department, Dean of Faculty or other Chief Officer of the University in accordance with the University Statutes

TECHNOLOGISTS, GRADE C

Qualifications Requirements

- Must have an Ordinary Diploma in a relevant field.
- Must have 1 year work experience.
- Should show exemplary work performance.
- Must be Computer literate.

Duties and Responsibilities

- Preparation of practical classes/ courses and keeping of student records.
- Ensure that all the equipment, supplies, and bench solutions are available.
- Assist in the student research activities.
- Maintenance of laboratory equipment and apparatus.
- Supporting lecturers in field or laboratory sessions and giving technical advice to staff and students.
- Ensure proper storage and stock control of chemicals and equipments.
- Ensure that all health and safety procedures are understood and followed correctly.
- Develop new or improved methods of testing.
- Assist in interpretation and analysis of data and report compilation.
- Timely acquisition of laboratory wares and equipment through proper procurement procedures.
- Performs any other duties that may be assigned by the immediate supervisor.

ADMINISTRATIVE AND TECHNICAL POSITIONS

REGISTRAR (ADMINISTRATION AND PLANNING) GRADE 15

This is a senior position in the University. Registrar (A & P) will work under the Deputy Vice-Chancellor (Administration, Finance, Planning and Development). The successful candidate will work under minimum supervision, provide strategic planning and guidance in the development, coordination and implementation of physical plans of capital projects in the University. She/he will identify and assess university capital projects for renovation, repair and maintenance. She/he will provide timely and accurate information to the University for planning and managerial decision-making, administer key university investigative research into areas of needs.

She/he will coordinate performance contracting, services matters such as appointments, promotions, retirement, disciplinary action, sanction of leave, incentive pertaining to both teaching and non-teaching staff, Coordinate the design, implementation and maintenance of appropriate human resources policies, procedures and systems that attract and retain qualified and experienced Human resource.

Qualification Requirements:

- Must have a Master's Degree in Social Sciences, Education, Management, Planning, Public Administration, Business Administration, Human Resource Management or Economics from a recognized institution.
- Must have three (3) years' work experience as a Deputy Registrar or comparable position in a busy organization
- Must have five (5) years work experience in similar position in a University setup or similar institution.
- Must have ability to lead, guide, coordinate and facilitate strategic planning processes
- Must demonstrate ability to analyze and interpret financial data and prepare financial reports, statements and projections
- Must demonstrate ability to analyze complex problems, interpret operational needs, and develop integrated creative solutions
- Should demonstrate skills in organizing resources and establishing priorities
- Should demonstrate skills in examining and re-engineering operations and procedures, formulating policy, and developing new strategies and procedures
- Should be able to develop, plan and implement short and long range goals
- Should have knowledge and understanding of computerized management information systems, applications and tools
- Should demonstrate advanced verbal and communication skills
- Should have strong interpersonal skills and ability to effectively communicate with a wide range of stakeholders.

Duties and Responsibilities

- Under limited supervision, provides strategic planning and guidance in the development, coordination and modernization projects in the University
- Coordinate research, identification, assessment and prioritization of University- wide existing physical infrastructure facilities requiring repair, renovation and maintenance
- Interacts with departments and University senior management to ensure that planning, programming and presentation of University new projects for funding are coordinated with the institution's capital projects agenda
- Participates in the coordination of the development of the University Master Plan
- Coordinates the administration of construction of development projects and draws programmes designed to clear the University backlog of capital projects
- Works closely with the University Architect and Quantity Surveyor in advising them on strategies to maximize reduction in backlog for University facility renovation and completion by creating synergy between Government funding, University funds raised from appropriations in aid and projects plans for new construction and/or expansion
- Leads and Coordinates the preparation of annual capital project proposals for funding, develops project plans, justification and cost estimates for integration into the university's short and medium term plan for presentation to the Council and the Government
- Working closely with the University Architect conducts research and incorporates latest advancement in construction materials and methods into the design of University Facilities
- Prepares annual development plans of the University for submission to the University Management
- Recommends and participates in the development of University policies and Procedures and serves in the University Planning and policy- making Committee
- Compiles and analyses statistical data for use in general planning, strategic planning, and budgeting and sundry management requirement.
- Monitors resources allocation and utilization in line with the plans of the University
- Coordinate performance contracting, measurement and monitoring of Strategic plan
- Develops resources allocation parameters
- Determines manpower needs, controls and staff development
- Services matters such as appointments, promotions, retirement, disciplinary action, sanction of leave, incentive pertaining to both teaching and non-teaching staff
- Coordinate the design, implementation and maintenance of appropriate human resources policies, procedures and systems that attract and retain qualified and experienced human resource
- Design and conduct surveys to obtain feedback and ensure the University delivers quality services to both its internal and external customers
- Perform other duties and responsibilities assigned by the Deputy Vice-Chancellor in charge of Administration, Planning and Development.

REGISTRAR ACADEMICS GRADE 15

Qualification Requirements:

- Be a holder of an earned Ph.D. degree or equivalent from a reputable University.
- Must have a Master's Degree in Social Sciences, Management, Planning, Public Administration, Business Administration, Human Resource Management or Economics from a recognized institution
- Must have three (3) years' work experience as a Deputy Registrar or comparable position in a busy organization
- Must have ability to lead, guide, coordinate and facilitate strategic planning processes
- Must demonstrate ability to analyze and interpret financial data and prepare financial reports, statements and projections

Duties and Responsibilities

- Management of Academic matters/functions of the University under the leadership of the Deputy Vice-Chancellor (Academics Research and Students Affairs).
- In-charge of the department
- Responsible for effective coordination and implementation of university policies in the division
- Responsible for formulation and implementation of departmental strategic plan
- Responsible for effective administrative systems in line with University policies and procedures in line with the best practices
- Responsible for formulation, planning and control of departmental budgets
- Advisor to University Management Board and University Council
- Serve as secretary to senate and senate committees.
- Custodian of departmental records
- Organizing and administering student records.
- Overseeing student admission and graduation processes.
- Ensuring students information is kept in a confidential and secure manner.
- Participating in student welfare committees and initiatives.
- Any other duties that may be assigned by immediate supervisor.

DEPUTY REGISTRAR GRADE 14

Qualification Requirements

- i. Must have a masters degree in social sciences, public administration, business administration or Human Resource Management from a recognized institution or its equivalent
- ii. Must be computer literate
- iii. Must have 3 years experience as a Senior Assistant Registrar or its equivalent
- iv. Must have exhibited exemplary work performance

Duties and Responsibilities

- i. Deputize the Registrar
- ii. Responsible for staff matters in the department
- iii. Responsible for development of procurement plan, budget and strategic plan for the division
- iv. Responsible for the implementation of University policies and procedures in the division
- v. Ensure effective and efficient management of various functions of the division
- vi. Any other duties assigned by immediate supervisor

QUANTITY SURVEYOR GRADE 14

Qualification Requirements

- i. Must be a holder of a master's degree in building economics from a recognized university
- ii. Must be registered by the Board of Architects and Quantity Surveyors of Kenya.
- iii. Must have 3 years experience as a Quantity Surveyor Grade 13
- iv. Be knowledgeable in relevant computer packages

Duties and Responsibilities

- i. Draw bills of quantities for University building constructions
- ii. Liaise with architects and the Resident Engineer contracted to other selected consultants and contractors in construction works
- iii. Reviewing construction plans and preparing quantity requirements.
- iv. Scrutinizing maintenance and material costs, as well as contracts to ensure the best deals.
- v. Liaising with site managers, clients, contractors, and subcontractors.
- vi. Preparing reports, analyses, contracts, budgets, risk assessment, and other documents.
- vii. Advising managers and clients on improvements and new strategies.
- viii. Keeping track of materials and ordering more when required.
- ix. Documenting any changes in design and updating budgets.
- x. Establishing and maintaining professional relationships with external and internal stakeholders.
- xi. Traveling from the office to various sites as required.

CHIEF CATERING OFFICER GRADE 12

Qualification Requirements

- i. Master's Degree in Food Production/Food and Beverage Service/Hospitality Management or relevant area from recognized Institution.
- ii. Must be computer literate
- iii. Exemplary work performance
- iv. Must have served for 3 (three) **years** as a Deputy Chief Catering Officer or in a comparable position

Duties and Responsibilities

- i. In-charge of functions of the department
- ii. Responsible for the smooth operation of the department
- iii. Maintain discipline and high standard of courtesy in all the staff responsible to him/her particularly where relations to the students are concerned
- iv. Maintain consistently high standards of service and the expected quality of food
- v. Overall management of the department in planning, policy formulation and implementation
- vi. Responsible for all staff matters within the department
- vii. Responsible for procurement of stores for the department
- viii. Responsible for formulation and implementation of departmental strategic plan
- ix. Responsible for formulation, planning and control of the departmental budget
- x. Advise the University Management on catering and related issues
- xi. Any other duties assigned by the immediate supervisor

ADMINISTRATIVE ASSISTANTS GRADE D

Applicants

- Must have a Bachelor's degree from a recognized institution
- Should have knowledge and experience in using computerized management information systems applications and tools
- Should show work experience that involves community service or in a learning institution.
- Evidence of Exemplary work performance
- 1 year experience in administrative duties would be an added advantage

Duties and Responsibilities

- Assist in the implementation of administrative functions of the department or sections
- Manage appearance of the office and order replacement of furniture and equipment
- Taking minutes and typing minutes of meetings in section, departments and University committees.
- Ascertain meetings and workshop venues conducted by the head of departments and sections

- Ascertain Scheduled times and calendar dates
- Circulate agendas, programs and action points to relevant officers
- Any other duties assigned by immediate supervisor

REPORTER/NEWS ANCHOR GRADE C

Qualification Requirements:

- Diploma in Mass Communication from Kenya Institute of Mass Communication or a recognized institution, with Institute of Commercial management (I.C.M) accreditation.
- Exemplary work performance.
- 8 years' work experience as Producer II or equivalent in a busy set up.
- Possess excellent written and oral communication skills
- Ability to work as a part of a team and also independently
- Good organizational skills and an ability to cope under pressure and tight deadlines
- An awareness of current affairs and good general knowledge
- A real interest in, and curiosity about, all sorts of people
- A sharp mind, able to make connections between different ideas and subjects
- Ability to grasp new subject matter quickly
- A willingness to embrace new technology and learn technical skills
- Self-confidence, persistence and determination to overcome rejection.

Duties and Responsibilities

- Generate and research ideas for programmes and pitching for commissions
- Develop content, writing material for scripts, bulletins and links
- Source potential contributors and interviewees
- Perform duties of editing, interviewing and reporting as necessary
- Check that copyrights are cleared and understand law as it relates to media
- Convert text, graphics, video and audio files into other formats
- Respond to audience feedback.
- Interpret and present news stories so that viewers or listeners can better understand them
- Interact with reporters while on the air
- Conduct live interviews with experts who can provide additional information or opinions
- Investigate stories
- Gather, verify, and analyze data from sources
- Organize material and write news reports
- Report breaking news as it unfolds
- Produce news shows, including coordinating reporting

MEDIA TECHNOLOGIST GRADE C/D

Qualification Requirements:

- Bachelors Degree in media studies from an institution recognized by CUE.
- Evidence of Exemplary work performance
- Must have 10 years' experience as TV/Radio Reporter/Technologist or equivalent
- Diploma in Radio/Television Broadcasting or its equivalent from recognized institution will be an added advantage.
- Diploma in Mass Communication from Kenya Institute of Mass Communication or a recognized institution, with Institute of Commercial management (I.C.M) accreditation.

Duties and Responsibilities

- Work in radio, television, movie and recording studios; and University buildings.
- Operate, maintain, produce, and troubleshoot audio-visual equipment and materials.
- Schedule and assist with the usage of equipment to enhance meetings, lectures, and seminars.
- Provide instruction in the use of media and computer technology within the workplace
- Set up and use audio-visual and computer media equipment.
- Set up, operate, and maintain the equipment for radio and television broadcasts, concerts, sound recordings, movies and in office and university buildings as necessary

MEDICAL LABORATORY TECHNOLOGIST I GRADE C/D

Qualification Requirements:

- i. Diploma in Medical Laboratory Technology.
- ii. Degree in Medical Laboratory Technology is an added advantage
- iii. Exemplary work performance
- iv. Three (3) years experience as Technologist II or equivalent.

Duties and Responsibilities

- i. Performing general laboratory procedures for pathological investigation.
- ii. Maintain laboratory records.
- iii. Collection and postage of results of laboratory tests
- iv. Any other duties assigned by the immediate supervisor

HEALTH RECORDS & INFORMATION TECHNICIAN III GRADE A

Qualification Requirements:

- i. Diploma/Certificate in Health Records and Information Technology from a recognized institution
- ii. Evidence of Exemplary work performance
- iii. Evidence of similar work experience

Duties and Responsibilities

- i. Reception, registration and scheduling of patients.
- ii. Maintenance of patients muster index.
- iii. Preparing appointments for patients.
- iv. Any other duties that might be assigned by the immediate supervisor.

ACCOUNTS ASSISTANT II GRADE A

Qualification Requirements:

- i. Must have CPA I
- ii. Must have mean grade of C Plain in KCSE or equivalent and at least C minus in mathematics
- iii. Must be computer literate
- iv. Should have 1 year experience as an account clerk or its equivalent

Duties and Responsibilities

- i. Receive and bank revenue.
- ii. Processing petty cash and cheques
- iii. Maintain ledger books and cashbooks.
- iv. Any other duties assigned by immediate supervisor.

PLANT OPERATOR GRADE A

Qualification Requirements:

- An ordinary Diploma in Plant Operations.
- Previous experience in a manufacturing or industrial setting.
- An understanding of Occupational Safety and Health (OSH) standards.
- A proven ability to work independently as well as within a team.
- Be computer literate
- Commitment to working in an extremely safety-conscious environment

Duties and Responsibilities

- Monitoring and overseeing plant operations.

- Assisting with startup, shutdown, and operations of equipment.
- Identifying problems arising in machinery and resolving them.
- Ensuring that safety and environmental rules and programs are strictly adhered to.
- Anticipating and recommending plant improvement strategies.
- Conducting site inspections and audits.
- Carrying out preventative and maintenance measures.
- Observing gauges, dials, switches, and alarms, and other indicators to ensure that all machines are working properly.
- Training new employees and re-training other staff members.
- Maintaining a hygienic, hazard-free work environment.

MECHANIC I GRADE IV

Qualification Requirements:

- i. Mean grade C- in KCSE or its equivalent
- ii. Government Trade Test I
- iii. Exemplary work performance
- iv. Three years experience as a Mechanic II

Duties and Responsibilities

- i. Routine maintenance of vehicles
- ii. Diagnose and repair of motor vehicles
- iii. Identify spare parts required for repair.
- iv. Ensures proper care in the use and maintenance of equipment
- v. Any other duties assigned by immediate supervisor.

CLERK III-GRADE 3

Qualification Requirements:

- Must have KCSE Certificate with a minimum mean grade C- with a C- in English or Kiswahili **OR** mean grade D with a basic professional certificate
- Must be computer literate
- Should show exemplary work performance
- Should have 1 year experience as Clerk

Duties and Responsibilities

- Receive correspondence / mail from various sources – internal and external
- Dispatch mail and other documents internally and externally
- Responding to all inquiries, welcoming visitors and making them comfortable, making and confirming appointments as directed
- Open/close files as required, Update and maintain files by filing documents, control and trace the movement of files and documents within the organization

- Promptly retrieve and avail the required records and information
- Prepare and administer documents and records as required
- Carrying out general office administration duties from time to time
- Keeps record and monitor stock levels of office supplies and makes requisition to replenish the stocks
- Any other duties that may be assigned by the immediate supervisor

ELECTRICIAN II GRADE III

Qualification Requirements:

- i. Mean grade C Minus in KCSE or its equivalent
- ii. Government trade test II
- iii. Exemplary work performance
- iv. One year experience in electrical work or equivalent.

Duties and Responsibilities

- i. Installation of wiring in new buildings
- ii. Repair and service of all types of electrical machines.
- iii. Inspecting all distribution Boxes for safety purposes.
- iv. Maintenance of University buildings electricity supply.
- v. Any other duties as may be assigned by the immediate supervisor.

PLUMBER II GRADE III

Qualification Requirements:

- vi. Mean grade C plain in KCSE or its equivalent
- vii. Government trade test III
- viii. Exemplary work performance
- ix. One year experience in plumbing.

Duties and Responsibilities

- i. Repair of plumbing in the University.
- ii. Attending to new and old building for plumbing installation of pipe fitting in the university.
- iii. Attending to repair of the sewer pipes in the University.
- iv. Attending to repair of the sewer line, waste drainage and waste water pipes.
- v. Any other duties assigned by immediate supervisor.

CARPENTER II GRADE III

Qualification Requirements:

- i. Mean grade C minus in KCSE or its equivalent

- ii. Government trade test III
- iii. Exemplary work performance
- iv. One year experience in carpentry.

Duties and Responsibilities

- i. All carpentry works and repairs.
- ii. Fixing floor tiles in University houses.
- iii. Put partitions, new wooden structures and fences.
- iv. Operating woodworking machines for planing and splitting
- v. Preparing materials for a particular job in the workshop.
- vi. Requisitioning of materials from central stores.
- vii. Any other duties as may be assigned by the immediate supervisor

FARM/LIVESTOCK ASSISTANT II GRADE III

Qualification Requirements:

- i. Must have mean grade D in KCSE or its equivalent
- ii. Certificate in the relevant field will be an added advantage
- iii. Must have 3 years work experience with exemplary performance

Duties and Responsibilities

- i. Responsible for feeding of animals
- ii. Milking and keeping milk records
- iii. Scouting for animal diseases
- iv. Maintain cleanliness of the pens.
- v. Take care of crops including planting, weeding, apply fertilizer and pesticides
- vi. Keeping all farm produce records
- vii. Scouting for crop diseases
- viii. Oversee irrigation

SECURITY GUARD II-GRADE 3

Qualification Requirements:

- i. KCSE Certificate C- Minus
- ii. On- the job training or service in the disciplined forces.
- iii. Three years experience

Duties and Responsibilities

- i. To undertake day and night patrols.
- ii. To carry out perimeter checks.
- iii. Protect University/student property by physical guarding.
- iv. Escort student / staff offenders.
- v. Assist in fire fighting
- vi. Obtaining help by Sounding alarm

- vii. Inspection of buildings
- viii. Dispatching security items
- ix. Traffic control.
- x. Patrolling University premises to detect signs of intrusion and ensure security of doors, windows and gates
- xi. Undertake surveillance duties.
- xii. Recording events and incidences in the Occurrence Book.
- xiii. Any other duties assigned by immediate supervisor.

CLEANER/MESSENGER I-GRADE 3

Qualification Requirements:

- i. KCSE C- Minus and C minus in English/Kiswahili
- ii. On- the –Job training.
- iii. Exemplary work performance.
- iv. One year’s experience in a similar position

Duties and Responsibilities

- i. Ensure cleanliness of offices and all workstations.
- ii. Dispatch Letters and other official documents to their various destinations.
- iii. Make record entries on official documents.
- iv. Perform clerical duties
- v. Any other duties assigned by the immediate supervisor.