



## UNIVERSITY OF KABIANGA

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### **VACANCIES**

Applications are invited from suitably qualified candidates for the following posts. Ten (10) copies of applications should be submitted together with an updated Curriculum Vitae giving details of the applicant's; age, marital status, academic and professional qualification, working experience, present post and salary, telephone contact, email address, names and referees plus copies of the certificates and testimonials. The reference number of the position applied should be clearly indicated on both the application letter and the envelope.

All applications to be addressed to:

**Deputy Vice-Chancellor (Administration & Finance)**  
**University of Kabianga**  
**P. O. BOX 2030 - 20200**  
**KERICHO**

So as to reach him not later than **Tuesday 22<sup>nd</sup> April, 2025**. Applicants are advised to contact their referees and request them to send their letters of reference to the above address. The referees should write and send their recommendations, under sealed envelopes within three weeks from the date of the advertisement.

**N/B: University of Kabianga is an equal opportunity employer and therefore applicants of both gender and persons living with disability are encouraged to apply. Only short listed candidates will be contacted. Applicants are requested to attach relevant supporting documents.**



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## **A. ACADEMIC & STUDENT AFFAIRS DIVISION**

### **1. SCHOOL OF HEALTH SCIENCES**

#### **NURSING AND NUTRITIONAL SCIENCES DEPARTMENT**

##### **i. Lecturer (Nursing) Grade 12 - One (1) Position -UOK/ AC/01/04/25**

###### **Requirements**

Applicants must have PHD in the following areas of specialization; Midwifery, Psychiatric Nursing, Community Health Nursing, Paediatrics from a recognized University.

###### **OR**

A Master of Science in Nursing (MScN) from a recognized University in any of the following: Midwifery, Psychiatric Nursing, Community Health Nursing, Paediatrics and with at least (3) years full time teaching experience at University level, research or industry.

In addition, applicants with Master's Degree must have the following:-

- a) A Bachelor's Degree in Nursing from a recognized University.
- b) Possess a valid practice license from the Nursing Council of Kenya
- c) A minimum of 24 publication points of which at least (16) should be from referred journal papers and;
- d) Show evidence of attendance and contribution at learned conferences, seminars or workshops.
- e) Be an active member of professional body.
- f) Show evidence of registration for PhD degree

##### **ii. Clinical Instructor (Nursing) Grade 9/10- Two (2) positions - UOK/ AC/02/04/25**

Applicants must have a Bachelor of Science in Nursing (BScN) from a recognized university.

In addition, the applicant MUST have;-

- a) At least three (3) years of professional experience at a recognized and busy hospital.
- b) Registration with the Nursing Council of Kenya
- c) Valid practice license
- d) Membership of a professional body
- e) Evidence of attendance and contribution at learned conferences and teaching experience may be an added advantage.

## **B. PLANNING, RESEARCH AND DEVELOPMENT DIVISION**

### **2. OFFICE OF THE DIRECTOR RESEARCH, EXTENSION AND DEVELOPMENT**

**Assistant Registrar (Research) Grade 12 -One (1) Position -**

**UOK/ADM./01/04/25**

#### **Requirements for Direct Appointment**

- i. A relevant Master's degree from a recognized University
- ii. CS Part III
- iii. A relevant Bachelor's degree from a recognized University.
- iv. Nine years' experience in administrative work 3 years of which must have been at level of grade 11 or its equivalent.
- v. Postgraduate diploma in a relevant field will have an added advantage.
- vi. Must be a registered member of a recognized professional body
- vii. In addition all applicants must be proficient in computer applications packages

#### **Duties and Responsibilities**

- i. Responsible for the implementation of administrative functions of the division/ Department or school.
- ii. Taking minutes in various committees
- iii. Supervision of staff under them
- iv. Advise the head of department on all matters relating to the department
- v. Responsible for the setting and implementation of the departmental PC targets
- vi. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department
- vii. Responsible for formulation and implementation of departmental policies
- viii. Responsible for planning for the departmental resources and equipment that will contribute towards achieving University objectives and goals.
- ix. Responsible for planning, coordinating and control of administrative duties within the department
- x. Responsible for training and developing the staff under them
- xi. Responsible for receiving confidential reports for all staff under them and recommend for training, promotion or transfer
- xii. Responsible for the departmental budget
- xiii. Any other relevant duties as may be assigned to them by the supervisor

## **C. ADMINISTRATION AND FINANCE DIVISION**

### **3. FINANCE DEPARTMENT**

**Senior Accountant Grade 13 -One (1) Position      -UOK/ADM./02/04/25**

#### **Requirements for Direct appointment**

Those to be appointed Must have:-

- i. CPA(K)
- ii. A Master's degree in Accounting/ Finance or its equivalent from a recognized Institution
- iii. A Bachelor's degree from a recognized Institution in a relevant field such as Accounting, Finance or its equivalent.
- iv. At least twelve (12) years experience of which four (4) must have been served at the level of Accountant grade 12 or its equivalent.
- v. Must be a registered member of ICPAK or an equivalent professional body.
- vi. Practical knowledge of ICT in a relevant area is mandatory.

#### **Duties and Responsibilities**

- i. Directing, controlling and coordinating of both routine and non-routine accountancy matters.
- ii. The Senior Accountant is responsible for advising on all financial policies as well as ensuring that sound accounting principles and controls are applied on all financial transactions.
- iii. Mentoring, Training and developing staff for high efficiency in accounting services.
- iv. Supervising of work at this level is generally informal and results oriented.

### **4. HUMAN RESOURCE DEPARTMENT**

**Assistant Registrar (Human Resource) Re-advertisement Grade 12 -One (1)  
Position - UOK/ADM./03/04/25**

#### **Requirements for Direct Appointment**

- i. A relevant Master's degree from a recognized University
- ii. CS Part III
- iii. A relevant Bachelor's degree from a recognized University.
- iv. Nine years experience in administrative work 3 years of which must have been at level of grade 11 or its equivalent.
- v. Postgraduate diploma in a relevant field will have an added advantage.
- vi. Must be a registered member of a recognized professional body

- vii. In addition all applicants must be proficient in computer applications packages

### **Duties and Responsibilities**

- i. Responsible for the implementation of administrative functions of the division/ Department or school.
- ii. Taking minutes in various committees
- iii. Supervision of staff under them
- iv. Advise the head of department on all matters relating to the department
- v. Responsible for the setting and implementation of the departmental PC targets
- vi. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department
- vii. Responsible for formulation and implementation of departmental policies
- viii. Responsible for planning for the departmental resources and equipment that will contribute towards achieving University objectives and goals.
- ix. Responsible for planning, coordinating and control of administrative duties within the department
- x. Responsible for training and developing the staff under them
- xi. Responsible for receiving confidential reports for all staff under them and recommend for training, promotion or transfer
- xii. Responsible for the departmental budget
- xiii. Any other relevant duties as may be assigned to them by the supervisor

## **5. CENTRAL SERVICES DEPARTMENT**

### **i. Sewerage Technician Grade 5/6 -One (1) Position - UOK/ADM./04/04/25**

#### **Requirements for Direct Appointment**

- i. Minimum KCSE D+ (plus)
- ii. Must be physically fit
- iii. Must have Craft I (KNEC) certificate I Water Technology (KEWI) or its equivalent
- iv. At least five (5) years' post qualification experience

### **Duties and Responsibilities**

- i. Maintenance and repair of plumbing and sewerage works
- ii. Installation of plumbing pipes and fittings
- iii. Prepares and ensures execution of works schedules
- iv. Installation of water storage and supply tanks

- v. Operate and maintain sewerage treatment plant
- vi. Operate and maintain dosage of water chemicals at treatment plant
- vii. Operation and servicing of water treatment plant
- viii. Operation and servicing of sewerage treatment plant
- ix. Operation of water pumps
- x. Any other duties as may be assigned by the immediate supervisor.

## **ii. Carpenter Grade 3/4 -One (1) Position - UOK/ADM./05/04/25**

### **Requirements for Direct Appointment**

- i. Minimum KCSE D+ (plus)
- ii. Must be physically fit
- iii. Government Trade Test I in Carpentry and Joinery.
- iv. At least three (3) year experience in carpentry works post qualification.

### **Duties and Responsibilities**

- i. All carpentry works and repairs
- ii. Fixing, PVC, wooden and carpet floors.
- iii. Fabrication of partitions,
- iv. Construction of wooden structures and fences
- v. Operating woodworking machines for planning and splitting in preparing materials in the workshop.
- vi. Carrying out joinery works and repairs.
- vii. Making and repair of furniture, lockers, and shelves.
- viii. Make and repair all doors, door frames, Roof Trusses and Roof leakages
- ix. Requisition of materials from central stores
- x. Any other duties as may be assigned by the immediate supervisor.

## **6. LEGAL OFFICE**

### **Legal Clerk Grade 5/6 -One (1) Position - UOK/ADM./06/04/25**

#### **Requirements for Direct Appointment**

- i. Must be a holder of a Diploma in law or its equivalent from a recognized institution.
- ii. Minimum KCSE C (plain)
- iii. Must be computer literate.
- iv. Must have Certificate of good conduct
- v. Must have Certificate of court/ process server

### **Duties and Responsibilities**

- i. Receives and files documents and records.
- ii. Maintains all legal files and records.
- iii. Responds to questions regarding legal documents from legal staff.
- iv. Opens mails, prioritizes requests and then files requests with appropriate staff/entities.
- v. Ensures proper documents for use by university officers.
- vi. Preparing legal documents as required.
- vii. Any other duties as may be assigned by the supervisor

**Interested applicants should visit the University of Kabianga Website on page <http://www.kabianga.ac.ke/vacancies.htm> to view detailed requirements.**



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