

ACADEMIC POSITIONS

SENIOR LECTURER / SENIOR - BU SCALE 13

Basic Salary Ksh 154,739 - 238,221

House Allowance Ksh 58,972

All other allowances will be as provided in the terms of service applicable for the position.

Job Description

Duties and responsibilities

An individual appointed as a Senior Lecturer shall:

- i) Teach and assess courses in one's discipline at both undergraduate and postgraduate levels;
- ii) Supervise undergraduate students' projects and other experimental learning programmes;
- iii) Supervise dissertations at postgraduate levels;
- iv) Assist in developing/ review of undergraduate and postgraduate courses;
- v) Initiate, promote and participate in research projects;
- vi) Participate in academic leadership programme;
- vii) Provide professional and community services and initiate strategic training and research partnerships and linkages, and undertake fundraising for the University College; and
- viii) Carry out administrative and such other duties and responsibilities as may be assigned from time to time.

(a) Job Requirements

To be eligible for appointment to the position of Senior Lecturer the candidates must have:

- i) A Doctorate degree (Ph.D.) or its academic equivalent from an accredited/ recognized institution;
- ii) A cumulative or evidence of three (3) years of teaching experience at university level since becoming Lecturer.

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- iii) Research output points comprising at least twenty-four (24) points from refereed scholarly journals, six (6) points from postgraduate students' supervision and two (2) points from publications in conference proceedings since appointment to the position of Lecturer;
- iv) Evidence of having developed proposal that have attracted funding to the University;
- v) Attended and contributed at learned conferences, seminars or workshops;
- vi) Evidence of continued evaluated effective teaching and research;
- vii) Evidence of contribution to university service through active participation in Departmental matters, students' academic advising, and School and University meetings and committee membership, among others;
- viii) Evidence of recognition and registration by the relevant regulatory bodies where applicable; and
- ix) Evidence of membership or affiliation to the relevant professional body where applicable

LECTURER - BU SCALE 12

Basic Salary Ksh 121,928 – 187,710

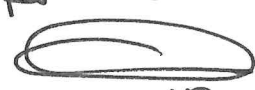
House Allowance Ksh 55,286

All other allowances will be as provided in the terms of service applicable for the position.

Job Description

An individual appointed as a lecturer shall:

- i) Teach and assess courses in one's discipline at both undergraduate and postgraduate levels;
- ii) Supervise undergraduate students' projects and other experiential learning programmes;
- iii) Supervise dissertations/thesis at postgraduate level;
- iv) Participate in the development/ review of undergraduate and postgraduate courses;
- v) Initiate, promote and participate in research projects;
- vi) Provide professional and community services and initiate strategic training and research partnerships and linkages, and undertake fundraising for the University and

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vii) Carry out administrative and such other duties and responsibilities as may be assigned from time to time.

(a) **Job Specifications**

To be eligible for appointment to the position of a Lecture the candidate must have:

(i) A Doctorate Degree (PhD) from accredited/ recognized academic institutions;

OR Master Degree and specialist training;

(ii) A minimum of twelve (12) research publication output points from refereed scholarly journals and two (2) points from publications in conference proceedings. **OR**

A minimum of thirty-two (32) publication points if the applicant is from a research institution; **OR**

A minimum of six (6) publication points if the applicant is from a practice/ industry.

(iii) Evidence of evaluated effective teaching and/or research;

(iv) Evidence of recognition and registration by the relevant regulatory body where applicable; and

(v) Evidence of membership of affiliation of the relevant professional body where applicable

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ADMINISTRATIVE POSITIONS

DEPUTY REGISTRAR (ACADEMIC AFFAIRS) - BU SCALE 14

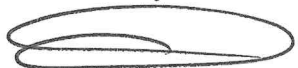
Basic Salary Ksh 173,864 – 267,662

House Allowance Ksh 62,658

All other allowances will be as provided in the terms of service applicable for the position.

a) Job Description

- i) Supervising and allocating duties to the staffs in the registrar's office for smooth running and maintenance of high service delivery standards in the department;
- ii) Participating in development of operational work plan for the admission, registration, examination and certification sections to ensure work is well executed at all time;
- iii) Participating in the development and review of policies to ensure proper management of the academic and student affairs division;
- iv) Deputizing the Registrar Academic Affairs in his absence to ensure continuity and smooth running of activities;
- v) Supervising the examination process and administration by ensuring examination materials are procured and availed on time to avoid delay;
- vi) Overseeing timely delivery of examinations to avoid delays and ensure they take place in a conducive environment on time;
- vii) Participating in admission and supervision of registration of students to ensure there is no favoritism and unfair admission of students;
- viii) Overseeing authentication of academic certificates when requested by the employers to facilitate the employment of the University graduates;
- ix) Conducting overall supervision of staff activities and student administration in the registrar's office to ensure proper execution of responsibilities and duties;
- x) Providing secretarial service to university
- xi) senate, standing committee and ad hoc committee to ensure facilitation of required services to ensure smooth operation of set objectives of the meeting;
- xii) Overseeing the use of teaching facilities on a daily basis to ensure proper utilization of facilities;
- xiii) Assisting in the preparation of teaching and examination timetables to guide in the delivery of learning content for different courses on a regular basis;

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- xiv) Assisting in handling of examination and admission irregularities upon receipt of such reports to foster adherence to examinations rules and discipline among those involved;
- xv) Any other duty as assigned from time to time.

c) Job Specifications

Minimum Requirements:

- i) An earned PhD in the relevant area from an accredited University with nine (9) years working experience three (3) of which as a Senior Assistant Registrar Scale 13 in an accredited University or its equivalent, OR;
- ii) Master's degree in the relevant area from an accredited University with twelve (12) years working experience, three (3) years of which as a Senior Assistant Registrar Scale 13 in an accredited University or its equivalent
- iii) Registered with relevant Professional body and in good standing.
- iv) Proficiency in relevant Computer applications.

DEPUTY REGISTRAR ADMINISTRATION- BU SCALE 14

Basic Salary Ksh 173,864 – 267,662

House Allowance Ksh 62,658

All other allowances will be as provided in the terms of service applicable for the position.

(a) Job Description

- i) Deputizing the Registrar Administration in management of day-to-day activities of the Department.
- ii) Assisting in preparation of reports to the University management board for timely decision making.
- iii) Assisting in formulating and ensuring implementation of staff policies to achieve quality on service delivery.
- iv) Assisting in the coordination of the functions of the heads of administrative sections in the department for efficient service delivery.
- v) Assisting in drafting department's budget for consideration and assisting in administering the division's approved budget.
- vi) Assisting in the coordination of staff performance appraisals in the administration division.

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- vii) Supervising and directing Human Resource working in the respective department.
- viii) Supervising consultants and outsourced consultants providing HR services in the University.
- ix) Directing the preparation of periodic reports for management as necessary or as requested to achieve strategic goals.
- x) Developing and guiding the implementation of policies, procedures and guidelines necessary to enable the employees achieve University strategic goals.
- xi) Ensuring accurate and confidential utilization of University HRIS for proper record keeping and management of employee data.
- xii) Developing and identifying employee training needs through periodic Training Needs Assessment exercise.
- xiii) Developing reports on the Training Needs Assessments, employee orientation/on boarding, management development, productivity levels, Return on investment and transfer of knowledge.
- xiv) Assisting Registrar Administration with selection/recruitment of external/internal training experts.
- xv) Developing programmes to communicate HR policies, procedures and laws to all University employees.
- xvi) Conducting investigations on employee grievances.
- xvii) Implementing the established wage/salary, pay policies of the University as per the University guidelines and SRC guidelines.
- xviii) Carrying out research to establish the existing salary structure in the industry through salary surveys
- xix) Monitoring organizations culture to ensure it supports the achievement of goals and promotes employee job satisfaction.
- xx) Participating in employee general welfare matters including negotiations and disciplinary matters.
- xxi) Any other duties as assigned from time to time.

b) Job Specification

Minimum Requirements:

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- i) An earned PhD in the relevant area from an accredited University with nine (9) years working experience three (3) of which as a Senior Assistant Registrar Scale 13 in an accredited University or its equivalent, **OR**.
- ii) Master's degree in the relevant area from an accredited University with twelve (12) years working experience, three (3) years of which as a Senior Assistant Registrar Scale 13 in an accredited University or its equivalent
- iii) Registered with relevant Professional body and in good standing.
- iv) Proficiency in relevant Computer applications.

SENIOR INTERNAL AUDITOR - BU SCALE 13

Basic Salary Ksh 136,171 – 209,636

House Allowance Ksh 58,972

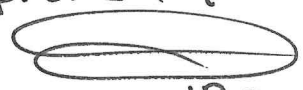
All other allowances will be as provided in the terms of service applicable for the position.

a) Job Description

Duties and Responsibilities at this level will entail: -

- (i) Coordinating the development, implementation and review of internal audit policies, strategies, procedures and plans in accordance with auditing standards;
- (ii) Spearheading the review of budgetary performance, financial management, transparency and accountability mechanisms and processes in the University;
- (iii) Providing assurance on the state of risk management, control and governance within the University;
- (iv) Coordinating the review of governance mechanisms and processes in the University;
- (v) Ensuring compliance with internal policies, procedures, statutory and regulatory requirements in the University;
- (vi) Evaluating the effectiveness of internal controls on financial and non-financial performance management systems within the University;
- (vii) Coordinating the review of the effectiveness of the University's Enterprise Risk Management (ERM) framework;
- (viii) Liaising with the Office of the Auditor General to ensure the implementation of internal and external audit recommendations;
- (ix) Validating audit reports;
- (x) Review the process and results of carrying out internal audit client's customer satisfaction surveys;

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- (xi) Reviewing the process of designing and implementation of Quality Assurance and Improvement Programme (QAIP);
- (xii) Benchmarking on best practices and researching emerging issues in internal audit; and
- (xiii) Mentoring, coaching and developing staff in the Department.

(b) Job Specifications

Minimum requirements:

- i) Master's degree in Finance, Accounting, Economics, Commerce, Business Management, Business Administration or its equivalent and CPA(K) with 9 years working experience, 3 of which as Internal Auditor Scale 12 in an accredited University or its equivalent.
- ii) Membership to ICPAK/Institute of Internal Auditors of Kenya (IIAK) and in good standing.
- iii) Proficiency in relevant computer applications, Integrated Data Extraction and Analysis (IDEA)/TEAM MATE/TEAM MATE +.

INTERNAL AUDITOR I - BU SCALE 12

Basic Salary Ksh 119,858 – 184,523

House Allowance Ksh 55,286

All other allowances will be as provided in the terms of service applicable for the position.

(a) Job Description

This position reports to Senior Internal Auditor and its duties entails:

- i) Performing and controlling the full audit cycle including risk management and control management over operations effectiveness, financial reliability and compliance with directives and regulations.
- ii) Obtaining, analyzing and evaluating accounting documentation of reports, data and flow charts.
- iii) Preparing and presenting reports that reflect audits results and document processes.
- iv) Acting as an objective source of independent advice to ensure validity, legality and goal achievement.
- v) Identifying loopholes and recommend risk aversion measures and cost savings.
- vi) Maintaining open communication with management and audit including assisting in addressing requests that may be placed by management and Council.

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- vii) Documenting processes and preparing audit findings and memorandum for future reference and maintain proper audit documentation.
- viii) Any other duty as assigned from time to time.

c) Job Specification

Minimum requirements:

- i) Master's degree in Finance, Accounting, Commerce, Business Management, Business Administration or its equivalent and CPA Part (K) with six (6) years' work experience, three (3) of which as Internal Auditor Scale 11 in an accredited University or its equivalent.

OR

Bachelor's degree in Finance, Accounting, Business Administration or its equivalent and CPA (K) with twelve (12) years working experience, three (3) of which as Internal Auditor Scale 11 or its equivalent.

- ii) Membership to ICPAK/ Institute of Internal Auditors of Kenya (IIAK) and in good standing.
- iii) Proficiency in relevant computer applications, Integrated Data Extraction and Analysis (IDEA)/TEAM MATE/TEAM MATE+.

ASSISTANT REGISTRAR (ADMINISTRATION)-BU SCALE 12

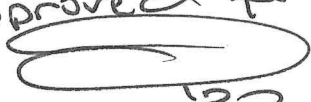
Basic Salary Ksh 119,858 – 184,523

House Allowance Ksh 55,286

All other allowances will be as provided in the terms of service applicable for the position.

a) Job Description

- i) Coordinating, formulating and implementing Human Resource strategies, policies rules, regulations and systems for the University.
- ii) Overseeing human resource planning and development.
- iii) Overseeing the identification, designing and implementing of training programs based on identified needs.
- iv) Monitoring and evaluating the effectiveness of training and development programmes.
- v) Providing guidance on development and updating of the human resource database.
- vi) Overseeing staff induction and on-boarding programmes.

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- vii) Coordinating, reviewing and implementing the Human Resource Career Guidelines.
- viii) Reconciliation of staff complement and establishment.
- ix) Managing employee relations programmes and ensuring staff discipline is maintained.
- x) Supervising the update of the human resource database in the University.
- xi) Drawing a plan for the annual performance target setting in the University for review by management.
- xii) Coordinating issues of staff welfare.
- xiii) Managing human resource internal communication and Human Resource information management systems.
- xiv) Ensuring compliance with statutory obligations related to employee welfare health & safety, HIV/AIDS, Alcohol and Drug Substance Abuse, Gender and Disability Mainstreaming and any other requirement in working environment.
- xv) Preparing and submitting all statutory deductions.
- xvi) Managing separation.
- xvii) Supervising, training and developing junior staff.
- xviii) Any other duties that may be assigned from time to time.

b) Job Specification

Minimum Requirements:

- i) Master's degree with six (6) years working experience, three (3) of which as Senior Administrative Assistant 11 in an accredited University or its equivalent.
OR
- ii) Bachelor's degree with twelve (12) years working experience, three (3) of which as Senior Administrative Assistant Scale 11 in an accredited University or its equivalent.
- iii) Must be registered with relevant professional body and in good standing.
- iv) Proficiency in relevant computer applications.

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ASSISTANT INTERNAL AUDITOR I - BU 10

Basic Salary Ksh 63,647 – 97,988

House Allowance Ksh 35,383

All other allowances will be as provided in the terms of service applicable for the position.

(a) Job Description

This position reports to Internal Auditor II and its duties entail:

- i) Undertaking System audit student fee invoicing and payments.
- ii) Undertaking budget performance of part-time teaching, medical expenditure. Budget verses actual expenditure and file reports accordingly.
- iii) Carrying out verification and reconciliation of the University's postgraduate account on a monthly basis and file reports.
- iv) Verifying contracts and tender awards to ensure the 30% reservation compliance to special groups, women, youth and people living with disabilities.
- v) Undertaking post audit of paid payments vouchers in cases where they were not pre-audited and file a report on a monthly basis.
- vi) Perform ad-hoc assignments from time to time.

c) Job Specifications

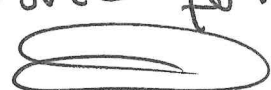
Minimum requirements:

- i) Master's degree in Finance, Accounting, Commerce, Business Management, Business Administration or its equivalent and CPA Part II.

OR

Bachelor's degree in Finance, Accounting, Business Administration or its equivalent and CPA Part II with six (6) years working experience, three (3) years of which as Assistant Internal Audit Scale 9 in an accredited University or its equivalent. OR

- ii) CPA (K) with six (6) years working experience three (3) of which as Assistant Internal Audit Scale 9 or its equivalent.
- iii) Proficiency in relevant computer applications.
- iv) Be registered with relevant professional body and in good standing.

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SENIOR ADMINISTRATIVE ASSISTANT II -BU SCALE 10

Basic Salary Ksh 63,647 – 97,988

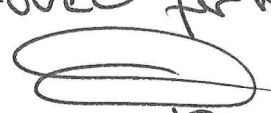
House Allowance Ksh 35,383

All other allowances will be as provided in the terms of service applicable for the position.

a) Job Description

Duties and Responsibilities at this level will entail: -

- i) Initiating the formulation of the HR strategies, policies, procedures and systems.
- ii) Disseminating human resource management policies, laws, regulations, procedures and systems.
- iii) Conducting recruitment, selection and on boarding programmes in the Authority.
- iv) Analyzing the utilization of human resources in the Authority and advising on proper deployment.
- v) Verifying payroll data.
- vi) Verifying and ensuring regular updates of the Human Resource Information System.
- vii) Reviewing Career Guidelines.
- viii) Coordinating job reviews within the University.
- ix) Undertaking human resource planning and development.
- x) Coordinating mentoring and counseling programmes.
- xi) Coordinating staff performance management and career progression reviews and making appropriate recommendations.
- xii) Identifying, designing and implementing training programs based on identified needs.
- xiii) Coordinating evaluation of training and development programmes.
- xiv) Initiating workplace programs in tandem with emerging Human Resource trends.
- xv) Reviewing periodic progress reports.
- xvi) Coordinating the preparation of budgets and Human Resource procurement plans.
- xvii) Providing guidance on development and updating of the human resource database.
- xviii) Reconciliation of staff complement and establishment.
- xix) Processing disciplinary cases for relevant disciplinary committees.
- xx) Supervising the update of the human resource database in the University.
- xxi) Coordinating issues of staff welfare.
- xxii) Preparing and submitting all statutory deductions.
- xxiii) Any other duty that may be assigned from time to time.

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c) Job Specification

Minimum Requirements:

- i) Bachelor's degree with six (6) years working experience three (3) of which as Senior Administrative Assistant Scale 9 in an accredited University or its equivalent.
- ii) Must be registered with relevant professional body and in good standing.
- iii) Proficiency in relevant computer applications

SECURITY OFFICER II - BU 10

Basic Salary Ksh 63,647 – 97,988

House Allowance Ksh 35,383

All other allowances will be as provided in the terms of service applicable for the position.

(a) Job Description

- i) Developing work plans in the department on monthly basis to act as a guide of operations and intelligence collection plans regularly for peaceful environment in the University.
- ii) Developing plans to carry out raids and random checks regularly to prevent crime in the University and prepare incidence reports and document them for any reference needs.
- iii) Preventing crime in the University daily to ensure a peaceful environment for learning.
- iv) Apprehending all offenders in the University when they are found to ensure a better living and learning environment.
- v) Updating intelligence records daily to ensure they are up to date with the current state in the University.
- vi) Ensuring evidence is availed during disciplinary hearing for better decision making.
- vii) Liaising with other law security agencies on security related matters to ensure that the department is in line with the changing trends in security.
- viii) Briefing the senior security officer daily on matters pertaining investigations in the University to ensure the officer has knowledge of security issues within the University.
- ix) Any other duty as assigned from time to time.

b) Job Specifications

Minimum Requirements

- i) Master's degree in Criminology/Security Studies with three (3) years' experience as an Assistant Security Officer Scale in an accredited University 9 OR
- ii) Bachelor's degree in Criminology/Security Studies with 6 years working experience 3 of which as an Assistant Security Officer Scale 9 in an accredited University or its equivalent OR
- iii) Higher National Diploma in Criminology/Security Studies with 12 years working experience 3 of which as an Assistant Security Officer Scale 9 in an accredited University or its equivalent OR
- iv) Diploma in Criminology/Security Studies with 15 years working experience 3 of which as Assistant Security Officer Scale 9 in an accredited University or its equivalent.
- v) Must have Certificate of Good Conduct.
- vi) Proficiency in relevant computer applications.
- vii) Be registered with a professional body and in good standing

ADMINISTRATIVE ASSISTANT-BU SCALE 7

Basic Salary Ksh 42,858 – 65,986

House Allowance Ksh 24,768

All other allowances will be as provided in the terms of service applicable for the position.

a) Job Description

- i) Drafting memos, letters and reports.
- ii) Processing cases for the Human Resource Committees and implementation of decisions thereof.
- iii) Reviewing job descriptions and preparing job advertisements.
- iv) Coordinating the recruitment process.
- v) Organizing staff induction and on-boarding programs.
- vi) Processing salaries, allowances, benefits and final dues.
- vii) Updating the HR information systems data.
- viii) Facilitating issuance of staff IDs.
- ix) Collating information relating to recruitment and selection, appointments, training, performance management, records and complement control.

- x) Undertaking of training needs analysis, projections and developing training programmes.
- xi) Administering performance appraisal, collates performance related data, analyzing and preparing related reports.
- xii) collating data in relation to HIV/Aids Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, Occupational, Safety and Health Act.
- xiii) Preparing and submitting statutory returns.
- xiv) Any other duty as assigned from time to time.

b) Job Specification

Minimum Requirements:

- i) Bachelor's degree.
- ii) Proficiency in relevant computer applications.

COMPUTER TECHNOLOGIST BU SCALE 7

Basic Salary Ksh 42,858 – 65,986

House Allowance Ksh 24,768

All other allowances will be as provided in the terms of service applicable for the position.

Job Descriptions

Duties and Responsibilities at this level will entail:

- i) Repairing and maintaining Computers
- ii) Carrying out Computer refurbishment
- iii) Repairing and maintaining scanners, photocopiers, projectors, and printers
- iv) In charge of computer repair workshop
- v) In charge of ICT stores.
- vi) Supervises data entry clerks.

b) Job specification

Minimum Requirements:

- i) Higher National Diploma in Information & Communication Technology (ICT) or related areas from recognized institution OR
- ii) Diploma in Information & Communication Technology (ICT) or related areas with 6 years working experience 3 of which as ICT Technician II Scale 6 in an accredited University or its equivalent.
- iii) Those with a bachelor's degree in Information & Communication Technology (ICT) or related areas from a recognized institution will have an added advantage

RESEARCH ASSISTANT - BU SCALE 7

Basic Salary Ksh 42,858 – 65,986

House Allowance Ksh 24,768

All other allowances will be as provided in the terms of service applicable for the position.

a) Job Description

- i) Assistant Senior Academic members of staff in assignments as allocated by the Head of Department;
- ii) Undertake a relevant Master degree programme; and
- iii) Carry out such other duties and responsibilities as may be assigned from time to time.

b) Job specification

To be eligible for appointment to the position of a Graduate Assistant, the candidate must have:

- (i) A Bachelor's degree of at least Second-class honors (Upper Division) from an accredited and recognized University;
- (ii) Demonstrable potential for university teaching and/or research during the appointment interview; and
- (iii) Registerable by the relevant regulatory body where applicable; and
- (iv) Evidence of membership or affiliation to a relevant professional body where applicable.

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LIBRARY ASSISTANT II SALE 6 Basic Salary Ksh 36,914 – – 56,833

House Allowance Ksh 21,230

All other allowances will be as provided in the terms of service applicable for the position.

a) Job Description

- i) An officer at this level will be responsible for
- ii) Shelving, circulation tasks and information outreach activities;
- iii) Cataloguing, classification; information search in OPAC and electronic databases for library users;
- iv) Acquisition duties and sending out reminder notices for overdue publications.

b) Job Specification

To be eligible for appointment to the position of a Library Assistant II, the candidate must have:

- (i) Diploma in Library and Information Studies or its equivalent from a recognized institution;
- (ii) Minimum of three (4) years working experience in a well established library/information centre,
- (iii) Kenya Certificate of Secondary Education (KCSE) with a minimum grade of C- or its acceptable equivalent.
- (iv) Those who have worked in an automated academic library will have an added advantage.

Job specification (Requirements) for Serving Officers

For promotion to this grade one Must have:

- (i) Served in the grade of Library Assistant BUC 5 for at least three (3) years.
- (ii) A diploma in Library and Information Studies or its equivalent from a recognized institution; Shown merit and ability as reflected in work performance and results in their present grades.

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CLERICAL OFFICER II- BU SCALE 5

Basic Salary Ksh 32,485 – 50,014

House Allowance Ksh 17,692

All other allowances will be as provided in the terms of service applicable for the position.

a) Job Description

To be eligible for appointment to the position of a clerical officer II, the candidate must have:

- i) Filing of documents in their respective files and ensure all files are updated and good in shape;
- ii) Ensuring records and files are properly updated, maintained and used appropriately on a daily basis for easy retrieval;
- iii) Participating in preparation and generation of financial reports schedules required by the section for management decision on daily basis;
- iv) Participating in insolation of sound accounting systems by enforcing/ implementing the section internal control;
- v) Utilizing office appliances such as photocopier, printers and computers for word processing, spreadsheet creation and PowerPoint to assist in the efficient operation of activities in the Administration department on a daily basis;
- vi) Liaising with the Administrative Assistant on ISO standards of Section to enable the smooth running on a daily basis;
- vii) Assisting in preparation of reports on Customer Satisfaction/complaints/feedback is maintained.
- viii) Attending to meetings;
- ix) Ensuring update of Administration issues on University Website;
- x) Reporting when there are shortages office stationery regularly so that they can be procured on time for efficient service delivery;
- xi) Assisting in preparation of a variety of documents i.e. minutes of meetings, agendas and memoranda for the purpose of documentation and communication program activities and actions regularly;
- xii) Maintaining office equipment and report any damage of office property to the immediate supervisor;
- xiii) Participating in teamwork (when we have major functions of events, exams (e.t.c);
- xiv) Receiving guests and guide them accordingly;
- xv) Performing basic tasks of photocopying, typing and printing;

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xvi) Any other duty as may be assigned from time to time.

b) Job Specification

Minimum Requirements:

- i) Diploma in Records Management, Information Management, Library Science.
OR
- ii) Certificate in Records Management, Information Management, Library Science with 9 years working experience with 3 years wo Scale 4 or its equivalent.
- iii) Proficiency in relevant computer applications.

SECURITY ASSISTANT I-BU SCALE 5

Basic Salary Ksh 32,485 – 50,014

House Allowance Ksh 17,692

All other allowances will be as provided in the terms of service applicable for the position.

a) Job Description

- i) Conducting guards' checks, spot-checks, raids roving patrols and security inspections within the University;
- ii) Ensuring that all security personnel are fully kitted and sober before deployment;
- iii) Attending dispatch and time parades each week to ensure that security personnel are conversant with all assignment instructions;
- iv) Ensuring that all records and documents are well maintained by security personnel;
- v) Undertaking administrative duties e.g. filing, typing, attending meetings on behalf of CSO etc;
- vi) Ensuring proper handling of keys entrusted to caretakers;
- vii) Making security reports on incidents, cases, events and observations in the OB.
- viii) Reporting to security officer for allocation of duties on behalf of CSO;
- ix) Any other duty as assigned from time to time.

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b) Job Specifications

Minimum Requirements

- i) Diploma in Criminology/Security Studies OR
- ii) Certificate in Criminology/Security Studies with 6 years working experience 3 of which as Security Assistant II Scale 4 in an accredited University or its equivalent
- iii) Must have Certificate of Good Conduct.
- iv) Proficiency in relevant computer applications

SENIOR DRIVER III - BU SCALE 5

Basic Salary Ksh 32,485 – 50,014

House Allowance Ksh 17,692

All other allowances will be as provided in the terms of service applicable for the position.

a) Job Description

The Drivers are responsible for the following functions:

- i) Driving and maintaining vehicles;
- ii) Detecting common mechanical faults on the vehicles;
- iii) Carrying out minor repairs including oiling and greasing;
- iv) Maintaining daily work tickets for vehicles;
- v) Ensuring safety of vehicles on and off the road and the vehicles' cleanliness.
- vi) Any other duty as assigned from time to time.

b) Job Specification

- i) Kenya Certificate of Secondary School Grade D-
- ii) A valid driving license with 6 years working experience 3 of which as Driver Scale 4 in an accredited University or its equivalent.
- iii) Suitability Test II for drivers.
- iv) Occupational Trade Test II for drivers.
- v) Defensive Driving Certificate from the Automobile Association (AA) of Kenya
- vi) First Aid Certificate Course.
- vii) A Certificate of Good Conduct.
- viii) Driving license class D1, D2 D3 will be added advantage
- ix)

Approved for website

for VC
08/09/2026

DRIVER I-BU SCALE 4

Basic Salary 28,261-43515

House Allowance 11,800

All other allowances will be as provided in the terms of service applicable for the position.

a) Job Description

The Drivers are responsible for the following functions:

- i) Driving and maintaining vehicles;
- ii) Detecting common mechanical faults on the vehicles;
- iii) Carrying out minor repairs including oiling and greasing;
- iv) Maintaining daily work tickets for vehicles;
- v) Ensuring safety of vehicles on and off the road and the vehicles' cleanliness.
- vi) Any other duty as assigned from time to time.

b) Job Specification

- i) Kenya Certificate of Secondary School Grade D-
- ii) A valid driving license with 3 years working experience as Driver Grade 3 or its equivalent.
- iii) Suitability Test II for drivers.
- iv) Occupational Trade Test II for drivers.
- v) Defensive Driving Certificate from the Automobile Association (AA) of Kenya.
- vi) First Aid Certificate Course.
- vii) A Certificate of Good Conduct.
- viii) PSV license badge
- ix) Driving license class D1, D2 D3 will be added advantage

OFFICE ASSISTANT I - BU 3

Basic Salary Ksh 25,436-39164,

House Allowance Ksh 10,784

All other allowances will be as provided in the terms of service applicable for the position.

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

- (i) Delivering mails and postage and maintaining a delivery register;
- (ii) Maintaining general cleanliness around the area of deployment;
- (iii) Locking and opening office premises;
- (iv) Performing general gardening and maintaining lawns;
- (v) Carrying out photocopying, franking and document binding;
- (vi) Ensuring cleanliness in offices and other facilities;
- (vii) Ensuring proper sanitation;
- (viii) Preparing tea and serving officers;
- (ix) Carrying files, documents and delivering mail;
- (x) Cleaning offices and office compound, machines/equipment/apparatus;
- (xi) Collecting and disposing waste;
- (xii) Dusting offices and ensuring habitable office conditions; and
- (xiii) Moving or carrying office equipment and furniture.

(b) Job Specifications

Minimum Requirements:

- i) Certificate in Social Sciences/Humanities with 6 years working experience 3 of which as Office Assistant scale 2 in an accredited University or its equivalent.
- ii) Proficiency in relevant computer applications.