BOMET UNIVERSITY (BU)

Office of the Deputy Vice Chancellor (Administration & Finance)

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BOMET

ADVERTISEMENT OF VACANCIES ON FIXED TERM CONTRACTS

In pursuit of its mission to provide a conducive environment for discovery, preservation and dissemination of knowledge, BU invites applications from suitably qualified candidates for the following vacant positions:

ADMINISTRATION POSITIONS & BU SCALE

S. No	Vacant Positions	No. of Vacancies	Advert Reference
1.	System Administrator I - BU Scale 11	1	AD/01/11/26
2.	Assistant Maintenance Officer I, - BU Scale 8	1	AD/02/11/26
3.	Senior Accounts Assistant II, - BU Scale 7	1	AD/03/11/26
4.	Clinical Officer III, - BU Scale 7	1	AD/04/11/26
5.	Enrolled Community Nurse, - BU Scale 7	1	AD/05/11/26

1) SYSTEM ADMINISTRATOR I - BU SCALE 11

Reports directly to the Senior System Administrator.

Duties and Responsibilities

1) Evaluating, installing, testing, configuring and maintaining information systems;
2) Coordinating the implementation of new or modified systems;
3) Ensuring that the database server, e-mail server and any other relevant servers are up and running at all times
4) Designing computer security architecture and developing detailed cyber security designs.
5) Carrying out systems analysis, design and programmes specifications in liaison with users
6) Compiling overall systems documentation; and advising on ICT related issues;
7) Administer the day-to-day operation of the Microsoft Dynamics NAV/Business Central ERP. This includes user and permission management, role centres, approval workflows, number series and system setups.
8) Install, configure, upgrade and patch the ERP environments: production, test and training. Manage NAV-to-Business Central upgrades, cumulative updates and extension deployments.
9) Develop, customize and maintain ERP extensions, reports and objects using AL (and C/AL for legacy NAV), following best practice for extensions that leave the base application untouched.

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09 NOV 2026

10) Administer the Microsoft SQL Server databases that support the ERP. This includes installation and configuration, backup and restore, performance tuning, indexing, maintenance plans and disaster recovery testing.

11) Write and optimize T-SQL queries, views and stored procedures. Develop management and statutory reports using SSRS, Report Builder and Power BI.

12) Design and maintain integrations between the ERP and other University systems: the student management system, learning management system, library system, staff and student portals, Microsoft 365, payment platforms (M-Pesa and banks), KRA eTIMS and IFMIS. Use REST/OData APIs, web services and Power Platform connectors.

13) Enforce ERP and database security: role-based access, segregation of duties, audit trails, multi-factor authentication, and compliance with the Data Protection Act, 2019 and the University's ICT policies.

14) Provide second-level user support. Analyze and resolve incidents, and manage ERP vendors and support partners against agreed service levels.

15) Gather and analyze user requirements, translate them into functional and technical specifications, and test, document and deploy changes through formal change control.

16) Train and support end users and super-users. Maintain up-to-date system documentation, standard operating procedures and user manuals.

17) Monitor ERP and database performance, plan capacity, and prepare periodic system health and utilization reports for management.

18) Perform any other duties as may be assigned from time to time.

b) Job Specification

Minimum Requirements:

1) Master's degree in Information & Communication Technology (ICT) or related areas with 3 years' experience as Network Administrator BUC Scale 10 or its equivalent **OR**

2) Bachelor's Degree in Information & Communication Technology (ICT) or related areas from a recognized University College with 9 years working experience 3 as Network Administrator BUC Scale 10 or its equivalent.

3) Must have Systems Certifications such as Certified Information Systems Auditor (CISA), Microsoft certified solutions associate/expert (MCSA/MCSE), Oracle database and MySQL administration certifications, Linux, Software developer, Programmer among others.

4) At least one of the following professional Microsoft certifications: Microsoft Certified: Dynamics 365 Business Central Functional Consultant Associate (MB-800); Microsoft Certified: Dynamics 365 Business Central Developer Associate (MB-820); or Microsoft Certified Technology Specialist / Microsoft Specialist in Dynamics NAV (C/SIDE).

5) A Microsoft SQL Server certification, such as Microsoft Certified: Azure Database Administrator Associate (DP-300) or the earlier MCSA/MCSE in SQL Server. Equivalent demonstrable SQL Server administration experience will be considered.

120
09/1/2026

6) Proven SQL Server administration and T-SQL skills: installation and configuration, backup and recovery, query optimization and security.

7) Practical knowledge of AL/C/AL development, Visual Studio Code and PowerShell for Business Central administration.

8) Experience integrating ERP systems with other applications using REST/OData APIs and web services.

9) Membership of a relevant professional body, such as ICT Society of Kenya or Computer Society of Kenya.

2) ASSISTANT MAINTENANCE OFFICER I, - BU SCALE 8

a) Job Purpose

This position is responsible for ensuring that all maintenance and minor work services for facilities used by students and staff are timely serviced to avoid any delays in performance.

b) Job Description

1) Controlling and analyzing of staff's daily attendance so as to ensure there is a smooth running of the department's operations;

2) Ensuring monthly preparation inspection reports to ensure that there is proper maintenance of facilities, allocating duties daily to artisans and supervising them to ensure the required standards are met;

3) Acting on all maintenance requests from the department regularly to ensure departmental needs are met;

4) Handling requisitions of the section regularly to avoid any shortages that may arise;

5) Monitoring proper utilization of material in the section regularly to avoid any wastage of resources;

6) Providing monthly inspection of University facilities to note areas that require repairs and maintenance;

7) Ensuring that the right quantity of materials are ordered regularly to avoid overstocking or under stocking and

8) Any other duty as assigned from time to time.

c) Job Specification

1) Bachelor's Degree in Civil and Structural Engineering, Architecture and Land Economics OR;
2) Higher National Diploma in Building & Construction, Civil and Structural Engineering. OR;
3) Diploma in Building & Construction, Civil and Structural Engineering with 3 years working experience as Assistant Maintenance Officer BUC Scale 7 or its equivalent.
4) Must be registered by the relevant professional body and in good standing.
5) Proficiency in relevant computer applications.

09/11/2026

3) SENIOR ACCOUNTS ASSISTANT II, - BU SCALE 7

a) Job Purpose

To ensure that all transactions are well vouched and maintained according to policy in addition to ensuring that books of original entries are accurate.

b) Job Description

1) Vouching of receipts, payments in line with internal controls;
2) Coding of Invoices and other payments supporting documents;
3) Processing payments and ensure payment vouchers are properly coded;
4) Assisting the accountant with posting processed payments to the General Ledger (GL);
5) Assisting in carrying out bank reconciliations and other final accounts functions as directed;
6) Assisting in recording weekly cash collection schedules and ensure all collections for the week have been banked and reconciled to original source documents;
7) Assisting in Journal Posting and updating of imprests register;
8) Maintaining register for accountable documents and ensures their safe custody;
9) Preparing routine performance reconciliation schedules and reports;
10) Contributing to university annual budgeting and planning process;
11) Filling all financial and other documents for safe custody and future references;
12) Banking all receipts and reconcile to original source documents; and
13) Any other duty as assigned from time to time.

c) Job specification

Minimum requirements: -

1) Part II of the Certified Public Accountants (CPA) with 3 years working experience as Accounts Assistant Grade 6 or its equivalent. OR
2) Proficiency in relevant computer applications;

4) CLINICAL OFFICER III, - BU SCALE 7

a) Job Purpose

Implementing clinical services and policies at the Health Services Department.

b) Job Description

1) Examining and diagnosing patients;
2) Treating patients with common ailments and provide guidance and counseling to patients;
3) Sensitizing patients and clients;
4) Promoting preventive health at the facility;
5) Carrying out minor surgical procedures as per training and skills;
6) Referring patients and clients to appropriate health facilities;
7) Collecting and compiling clinical data;
8) Reviewing clinical data and analyze clinical data;
9) Documenting and disseminating the data to the relevant stakeholders;
10) Assessing, preparing and presenting medico-legal reports;
11) Any other duty as may be assigned from time to time.

c) Person Specification

1) Possess Diploma in Clinical Medicine/Surgery or Health related area from recognized institution.
2) Be registered by the Clinical Officers Council of Kenya and be of good standing.
3) Must have a current practicing license.
4) Proficiency in relevant computer applications.

5) ENROLLED COMMUNITY NURSE BUC SCALE 7

a) Job Purpose

Provision of quality health care to patients.

09/11/2020

b) Job Description

1) Assessing patients and clients and establishing health care needs;
2) Planning and implementing nursing care interventions based on patients'/clients' health needs;
3) Providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately;
4) Evaluating healthcare outcomes on patients/clients preparing individualized reports;
5) Making appropriate discharge plan for patients; conducting assessment of school health needs;
6) Planning, implementing interventions and preparing periodic reports;
7) Maintaining records on patients/clients personal and health condition/care;
8) Ensuring a tidy and safe clinical environment; ensuring safe custody for in-patients belongings;
9) Conducting home visits, following up discharged patients/clients and providing continuity of care;
10) Treating minor ailments;
11) Any other duty as may be assigned from time to time.

c) Requirements for Appointment

1) **Minimum Requirements:**
2) Diploma in a relevant area.
3) Be registered by the Nursing Council of Kenya and be an active member and in good standing.
4) Must have a current practicing license.
5) Proficiency in relevant computer applications.

Application procedure

i) Each application shall be accompanied by a detailed curriculum vitae and certified copies of relevant academic and professional certificates, testimonials and any other relevant supporting documents.

All applications shall clearly specify the position applied for by indicating the advert reference number on the cover letter and addressed as below. A soft copy in **RUNNING PDF FORMAT** should be send to recruitment.november2026@bu.ac.ke so as to reach us on or before **Monday, 30th November, 2026 at 5.00pm.**

The Deputy Vice Chancellor (Administration & Finance)
Bomet University
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BU IS AN EQUAL OPPORTUNITY EMPLOYER, PERSONS WITH DISABILITIES AND FEMALE GENDER ARE ENCOURAGED TO APPLY

BU does not levy any fee in the processing, recruitment & selection of applicants. The University reserves the right not to make any appointments at any stage of the recruitment exercise.

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