



UoK/R/ADM/HR/006Vol.3/68

UNIVERSITY OF KABIANGA

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 verified 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 2nd September, 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. Applicants are also reminded to attach supportive documents for all the positions applied for e.g abstracts as evidence for publications.

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



ISO 9001:2015
CERTIFIED INSTITUTION

A. OFFICE OF THE VICE-CHANCELLOR

1. DIRECTORATE, INFORMATION COMMUNICATION TECHNOLOGY

I. Systems Administrator Grade 12 (Re-advertisement) one (1) Position -UOK/AD/01/08/25

Requirements

- i. Masters degree in computer Science/Information Technology or its equivalent from a recognized institution
- ii. At least Six (6) years relevant work experience in a relevant field of which three (3) years must be at a level of Senior Assistant Systems Administrator grade 11 or its equivalent
- iii. Prior working experience with ABN Unisol ERP will be an added advantage

Duties and Responsibilities

- i. Providing guidance and procedures in systems installation, configuration and maintenance of university networks; ensuring ICT security (e.g using firewalls);
- ii. Planning, installing and maintaining university server systems;
- iii. Installation and maintenance of data communication infrastructure and services; provide systems administration services for university servers;
- iv. Install, configure, optimize and maintain internet and intranet servers;
- v. Ensure that the network security measures are maintained;
- vi. Ensure effectiveness and efficiency of network performance;
- vii. Designing of quality network systems in schools and departments;
- viii. Any other duties as may be assigned by the ICT Director.

2. PUBLIC RELATIONS

II. Public Relations Officer Grade 12 one (1) Position - UOK/AD/02/08/25

Requirements

- i. Master's degree in Communications and Public Relations from a recognized institution in addition to a Bachelor's degree in Communications and Public Relations OR a Bachelor's Degree in Social Sciences and postgraduate diploma in Mass Communication or its equivalent from a recognized institution.
- ii. Have relevant work experience of a minimum nine (9) years three (3) of which must have been at the level of Assistant Public Relations Officer I grade 11 or its equivalent.
- iii. Be computer literate.
- iv. Must be a registered member of a relevant professional body

Duties and Responsibilities

- i. Coordinate the preparation and dissemination of corporate publicity information materials like posters, diaries, prospectus, calendars, banners, monthly update newsletters.
- ii. Coordination and editing features and photos of the internal newsletter
- iii. Supervise staff under his/her section.
- iv. Coverage of university activities (electronic and print media)
- v. Ensure the posting of all advertising both internally and externally to media houses.
- vi. Coordinate and participate in organizing university exhibitions and marketing activities.
- vii. Managing and directing the internal and external communications with the University

B. ADMINISTRATION AND FINANCE DIVISION

3. ADMINISTRATION DEPARTMENT

I. Secretary Grade 5/6 (Re-advertisement) five (5) Positions - UOK/AD/03/08/25

Requirements

- i. KCSE Certificate mean grade (C-) or its equivalent
- ii. Typewriting III (50 w.p.m) (KNEC)
- iii. Office practice II (KNEC)
- iv. Business English II (KNEC)
- v. Secretarial Studies II (KNEC)
- vi. Commerce II (KNEC)
- vii. Shorthand II (80 w.p.m) (KNEC)
- viii. Proficiency in office application programs (KNEC)
- ix. Computerized document processing (KNEC)
- x. Computer literate
- xi. Diploma in Secretarial studies from a recognized institution will be an added advantage

Duties and Responsibilities

- i. Supervise cleaner /messengers.
- ii. Receive telephone calls and customers care duties.
- iii. Type from manuscripts
- iv. Take dictation in shorthand and transcribe.
- v. Operate office Machines (photocopying/scanners/duplicating).
- vi. Undertake routine office duties.
- vii. Access and utilize online information.
- viii. Maintain office diary.
- ix. Any other duties that may be assigned by the immediate supervisor.

4. LEGAL DEPARTMENT

II. Legal Clerk Grade 5/6 (Re-advertisement) one (1) Position- UOK/AD/04/08/25

Requirements

- 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

5. UNIVERSITY FARM

I. Assistant Farm Manager Grade 9/10 one (1) Position - UOK/AD/05/08/25

Requirements

- i. Applicants must be holders of a B.Sc. degree in Agriculture or any related field from a recognized university.
- ii. Minimum of three (3) years relevant work experience with at least two (2) years as supervisor.
- iii. Computer literate
- iv. Additional professional qualifications in management such as Business Management, Project Management and Marketing from a recognized institution will be an added advantage.

Duties and Responsibilities

- i. Assisting the Farm Manager on day to day operations of the University Farm;
- ii. Ensuring production targets of each farm units are achieved;
- iii. Supervising staff and keeping attendance records;
- iv. Supervising students on attachment;
- v. Field patrols/ scouting on regular basis and making reports;
- vi. Collecting soil samples from the fields as directed by the Farm Manager;
- vii. Record keeping of farm inputs and outputs;
- viii. Safeguarding farm inputs and outputs; and
- ix. Any other duties as may be assigned by the Supervisor

C. ACADEMIC & STUDENT AFFAIRS DIVISION

6. SCHOOL OF HEALTH SCIENCES

a) NURSING AND NUTRITIONAL SCIENCES DEPARTMENT

I. Lecturer (Nursing) Grade 12 one (1) Position - UOK/AC/01/08/25

Requirements

Applicants must have an earned 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 twenty four (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

Duties and responsibilities

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate Level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the graduate level.
- iv. Participate in the development of undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects
- vi. Provide professional and community services and initiate linkages and fundraising.
- vii. Carry out administrative and other duties & responsibilities as may be assigned

b) PUBLIC HEALTH DEPARTMENT

**I. Lecturer (Public Health) Grade 12(Re-advertisement) one (1) Position
- UOK/AC/02/08/25**

Requirements

An earned PhD in Public Health in any of the following specialties; Epidemiology, Biostatistics Occupational Health and Safety, Water Sanitation and Hygiene, Health Education and Promotion, Public Health Engineering, Community Health, Global Health, Population Health with at least three (3) years full time teaching experience at University level or six (6) years in Industry.

In addition, applicants must have the following;

- i. A Bachelor's degree in Public Health
- ii. Valid practice license
- iii. A minimum of twenty four (24) Publication points of which at least sixteen (16) should be from referred journals.
- iv. Show evidence of Attendance and Contribution at learned conferences, seminars or workshops.
- v. Be active member of a Professional body.

Duties and responsibilities

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate Level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the graduate level.
- iv. Participate in the development of undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects
- vi. Provide professional and community services and initiate linkages and fundraising.
- vii. Carry out administrative and other duties & responsibilities as may be assigned

c) CLINICAL MEDICINE DEPARTMENT

I. Senior Lecturer Clinical Medicine Grade 13 (Re-advertisement)- one (1) Position - UOK/AC/03/08/25

Requirements

Applicant must have earned a PhD from University of Kabianga or its academic equivalent from a recognized accredited institution. [Child Health, Family Health, Reproductive health, Human Anatomy or Human Physiology, or other PhD in medical-related areas of specializations including Parasitology, Microbiology, Clinical psychology, Sociology, or Health Systems Management] from a recognized University

OR

Must have earned MMed {Pediatrics, Obstetrics and Gynecology, Surgery, Internal Medicine, Orthopedics}/ MDS/ MPharm Specialist training.

In addition, applicants must have the following:-

- i. The applicant must also have; Bachelor of Medicine and Bachelor's Surgery (MBChB) or Bachelor of Science in Clinical Medicine or a Bachelor's degree in other medical related field
- ii. Must have at least three (3) years of teaching and/ training and research experience at university level since becoming Lecturer/ Research Fellow or six (6) years research/ industry experience
- iii. Must have a minimum of thirty two (32) publication points as a lecturer or equivalent of which at least twenty four (24) should be in refereed journals
- iv. Must have supervised at least three (3) post-graduate students to completion as a lecturer or equivalent.
- v. Must show evidence of contribution to University life through active participation in departmental matters, students' academic advising, School and University meetings
- vi. Be registered with the relevant regulatory body (e.g. Clinical Officers Council, KMPDC).
- vii. Must possess a valid practicing license from the regulatory body (e.g. Clinical Officers Council, KMPDC).
- viii. Show evidence of developing fundable proposals and attracting funding.
- ix. Show evidence of attendance and contributions at learned conferences, seminars and/or workshops.
- x. This shall normally be the last promotion/appointment rank for the non-PhD. holders.

Duties and Responsibilities

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate level

- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the graduate level.
- iv. Develop undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects
- vi. Participate in academic leadership programmes
- vii. Provide professional and community services and initiate linkages and fundraising.
- viii. Carry out administrative and other duties & responsibilities as may be assigned

**II. Lecturer Clinical Medicine Grade 12 (Re-advertisement) – one (1)
Position- UOK/AC/04/08/25**

Requirements

Applicants must have earned a PhD or its academic equivalent in relevant field from University of Kabianga or a recognized accredited academic institution. {Child Health, Family Health, Reproductive health, Human Anatomy or Human Physiology, or other PhD in medical-related areas of specializations including Parasitology, Microbiology, Clinical psychology, Sociology, or Health Systems Management} from a recognized University

OR

In case of Clinical Academic staff must have earned M. Med {Pediatrics, Obstetrics and Gynecology, Surgery, Internal Medicine, Orthopedics}/ MDS/ MPharm Specialist/ Specialized training.

OR

Must have earned Master's degree in any of the following areas of specializations; Human Anatomy, Human Physiology, Child Health, Family Health, Reproductive Health, Dermatology, or in other medical-related degrees: Immunology, Parasitology, Public Health, Clinical Psychology, Sociology, Microbiology, or Health Systems.

In addition, applicants must have the following:-

- i. Must have at least three (3) years full time teaching experience at University level or recognized Research Institution/ Industry after obtaining Master's degree or as a Tutorial Fellow or Assistant Lecturer
- ii. The applicant must also have; Bachelor of Medicine and Bachelor's Surgery (MBChB) or Bachelor of Science in Clinical Medicine or a Bachelor's degree in other medical related field
- iii. Registrable for PhD or Evidence of registration for PhD or on-going PhD study in relevant area will be an added advantage.
- iv. Be registered with the relevant regulatory body (e.g. KMPDC or Clinical Officers Council).

- v. Must possess a valid practicing licence from the regulatory body (e.g. Clinical Officers Council, KMPDC).
- vi. A minimum of twenty four (24) Publications points of which at least sixteen (16) are from refereed journals.
- vii. Show evidence of attendance and contributions at learned conferences, seminars and/or workshops.
- viii. Be active member of a medical Health related Professional body.

Duties and responsibilities

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate Level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the graduate level.
- iv. Participate in the development of undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects
- vi. Provide professional and community services and initiate linkages and fundraising.
- vii. Carry out administrative and other duties & responsibilities as may be assigned by the supervisor

III. Clinical Instructor/Technologist Grade 9/10 Two (2) Positions - UOK/AC/05/08/25

Requirements

Applicants must have a Bachelor of Science in Clinical Medicine from a recognized university

OR

Other Medical Health related Bachelor's degree plus a Higher National Diploma or Diploma in Clinical Medicine and Surgery in {Orthopedics, Anesthesia, ophthalmology, Psychiatry, Dermatology Reproductive health and pediatrics | from Kenya Medical Training College

In addition, the applicant MUST have the following: -

- i. At least three (3) years of Clinical professional experience at a recognized and busy hospital.
- ii. Registration with the Clinical Officers Council of Kenya
- iii. Valid practice license
- iv. Evidence of attendance and contribution at learned conferences will be an added advantage
- v. Teaching experience will be an added advantage

Duties and Responsibilities

- i. Maintenance of Inventory, Setting Up and Cleaning After Procedures, Appointments and Bookings of Lab Slots.
- ii. Maintenance of Discipline and Conduct of Students during The Lab Session,
- iii. Implement Preventive Maintenance, Cleanliness, Security & safety of lab equipment according to statutory requirements.
- iv. Work in manufacturing, pharmacy, Anatomy, histology gross anatomy laboratories.
- v. Prepare, post and distribute rota/ schedules for practicum/clinical/skills lab demonstrations/hospital or facility
- vi. Liaise with the teaching hospital for clinical instruction and practical in inpatient/outpatient or any other medical/health set up.
- vii. Give technical assistance to students ,faculty and staff
- viii. Guide students during field work/educational trips/rural attachment /COBES/Community Diagnosis
- ix. Participate in implementing practical/clinical assessments
- x. Performing any other duties as may be assigned by the supervisor

IV. Technician Grade 9/10 Two (2) Positions - UOK/AC/06/08/25

Requirements

Applicants must have a Bachelor of Science in Clinical Medicine from a recognized university

OR

Other Medical Health related Bachelor's degree plus a Higher National Diploma or Diploma in Clinical Medicine and Surgery in {Orthopedics, Anesthesia, ophthalmology, Psychiatry, Dermatology Reproductive health and pediatrics | from Kenya Medical Training College

In addition, the applicant MUST have the following: -

- i. At least three (3) years of Clinical professional experience at a recognized and busy hospital.
- ii. Registration with the Clinical Officers Council of Kenya
- iii. Valid practice license
- iv. Evidence of attendance and contribution at learned conferences will be an added advantage
- v. Teaching experience will be an added advantage

Duties and Responsibilities

- i. Maintenance of Inventory, Setting Up and Cleaning After Procedures, Appointments and Bookings of Lab Slots.

- ii. Maintenance of Discipline and Conduct of Students during The Lab Session,
- iii. Implement Preventive Maintenance, Cleanliness, Security & safety of lab equipment according to statutory requirements.
- iv. Work in manufacturing, pharmacy, Anatomy, histology gross anatomy laboratories.
- v. Prepare, post and distribute rota/ schedules for practicum/clinicals/skills lab demonstrations/hospital or facility
- vi. Liaise with the teaching hospital for clinical instruction and practical in inpatient/outpatient or any other medical/health set up.
- vii. Give technical assistance to students ,faculty and staff
- viii. Guide students during field work/educational trips/rural attachment /COBES/Community Diagnosis
- ix. Participate in implementing practical/clinical assessments
- x. Performing any other duties as may be assigned by the supervisor

7. SCHOOL OF SCIENCE & TECHNOLOGY

MATHEMATICS, ACTUARIAL AND PHYSICAL SCIENCES DEPARTMENT

I. Lecturer (Pure Mathematics) (Re-advertisement)– Grade 12 – One (1) Position - UOK/AC/07/08/25

Requirements

Applicant should have:

- i. A Ph.D degree in Pure Mathematics from a recognized and accredited University.
- ii. Master's degree in Pure Mathematics from a recognized and accredited University.
- iii. At least three (3) years teaching experience at University level or in research or in industry.
- iv. A minimum of twenty four (24) publication points of which at least sixteen (16) should be from refereed journal papers;
- v. Registered with relevant professional body (where applicable)
- vi. Show evidence of attendance and contribution at learned conferences, seminars or workshops; and evidence of continued research.

Duties and Responsibilities

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate Level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the graduate level.
- iv. Participate in the development of undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects

- v. Provide professional and community services and initiate linkages and fundraising.
- vi. Carry out administrative and other duties & responsibilities as may be assigned by the supervisor.

8. SCHOOL OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES AGROFORESTRY, ENVIRONMENTAL STUDIES AND INTERGRATED NATURAL RESOURCES DEPARTMENT

I. Technologist (Natural Resources) Grade 7/8 one (1) Position- UOK/AC/08/08/25

Requirements

Must have:

- i. A Bachelor of Science degree in Microbiology or Biochemistry or any other relevant discipline from a recognized institution.
- ii. At least five (5) years relevant work experience three (3) of which must have been at the level of Technical Assistant grade 5/6 or its equivalent in a teaching/research laboratories.
- iii. Diploma in Applied Biology, Analytical Chemistry or any other a applied Science will be an added advantage

Duties and Responsibilities

- i. Collection and preparation of teaching and research materials.
- ii. Ensure that the laboratory, glass ware and equipment
- iii. Arranging equipment for practical
- iv. Guide students during practicals
- v. Supervise Technical Attendants and Technical Assistants.
- vi. Ensure adherence to good laboratory practices and safety
- vii. Perform any other duties as may be directed and assigned by the supervisor.

9. STUDENT AFFAIRS

I. Student Counselor Grade 11 (Replacement) Two (2) Positions - UOK/AC/09/08/25

Requirements

- i. Masters' degree in Guidance & Counseling, Education, Counseling Psychology or Social sciences with a post graduate Diploma in Guidance & Counseling Sciences.
- ii. At least nine (9) years working experience with students at a tertiary institution and at least three (3) years at the level of an Assistant Student Counselor II grade 9/10 or its equivalent
- iii. Computer literate
- iv. Membership to a relevant professional body will be an added advantage.

Duties and Responsibilities

- i. Provide individual and group counseling services
- ii. Assist in orientation of new students
- iii. Provide family life education in conjunction with the Health Unit
- iv. Plan for and oversee public lectures, seminars on issues of social and psychological concern
- v. Coordinate, in conjunction with partners, the training of Peer Counselors and Peer Educators
- vi. Supervise Peer Educators/Counselors
- vii. Plan in-reach activities with Peer Educators and Peer Counselors
- viii. Coordinate crisis interventions
- ix. Perform other relevant duties as may be assigned by the supervisor .

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