



UoK/R/ADM/HR/006Vol.2/101

UNIVERSITY OF KABIANGA

VACANCIES

Applications are invited from suitably qualified candidates for the following posts. one (1) copy of application should be submitted together with an updated Curriculum Vitae giving details of the applicant; 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 for the position applied should be clearly indicated on both the application letter and the envelope.

In addition, applicants are required to submit **an electronic scanned copy** of the application in **PDF format**, with all documents merged into **one continuous file**, via email to recruitment@kabianga.ac.ke. Both the hard copy and the electronic application **must be received not later than 5.00 p.m. (EAT) on Tuesday, 31st August 2026.**

All applications to be addressed to:

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

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. All applicants are requested to attach relevant supporting documents.



ISO 9001:2015 CERTIFIED INSTITUTION

A. OFFICE OF THE VICE-CHANCELLOR

1. PUBLIC RELATIONS

i. Assistant Public Relations Officer I Grade 10 -One (1) Position UOK/AD/01/01/26

Requirements:

- i. Bachelor's degree in Communication and Public Relations or Social Sciences and a postgraduate diploma in Mass Communication or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as Assistant Public Relations Officer II grade 9 or its equivalent.
- iii. Be computer literate.

Duties and Responsibilities

- i. Prepare and disseminate corporate publicity information materials like posters, banners, calendars, diaries, prospectus and monthly update newsletters.
- ii. Contribute stories, photos, and editing of the internal newsletter
- iii. Coverage of University activities (both print and electronic)
- iv. Prepare advertisements for media houses.
- v. Participate in organizing and coordinating university exhibitions and marketing activities.
- vi. Any other duty as may be assigned by the supervisor

2. INTERNAL AUDIT DEPARTMENT

i. Chief Internal Auditor Grade 15 - One (1) Position UOK/AD/02/01/26

Requirements

- i. CPA (K).
- ii. A Master's degree in Accounting/ Finance or its equivalent from a recognized University and be a Certified Internal Auditor and Certified Public Accountant Final and CISA (Certified Information Systems Audit) Final or its equivalent.
- iii. A Bachelor's degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iv. At least fifteen (15) years relevant work experience, five (5) years of which must have served as a Deputy Chief Internal Auditor grade 14 or its equivalent
- v. Must be a member of relevant professional bodies and in good standing.
- vi. CISA / CIA holders will have an added advantage.
- vii. Practical knowledge of ICT in a relevant area

Duties and Responsibilities

- i. Advising the University Management on all operational and financial matters.

- ii. The overall formulation, coordination and implementation of all the audit policies
- iii. Develop and implement audit work plans
- iv. Initiating and directing investigation when need arises
- v. Ensure compliance with national and international audit and accounting standards.
- vi. Review and present audit reports to Management and Audit Committee of the Council.
- vii. Serve as Secretary to the Audit Committee of the Council.
- viii. Implementation of the performance management system of the department
- ix. Ensure adherence to the Quality Management Standards (QMS)
- x. Responsible for formulation and implementation of the departmental strategic plan
- xi. Any other duty assigned by the supervisor

ii. Internal Auditor Grade 12 - One (1) Position UOK/AD/03/01/26

Requirements

- i. CPA (K)
- ii. A Master's degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iii. At least nine (9) years relevant work experience of which three years must be at grade 11 or its equivalent.
- iv. Registered member of ICPAK or an equivalent professional body in good standing.
- v. CISA/CIA holders will have an added advantage.
- vi. Practical knowledge of ICT in relevant area.

Duties and Responsibilities

- i. An Internal Auditor may be assigned to be in-charge of a section/unit.
- ii. Responsible for a given audit assignment in a university.
- iii. Take charge of an audit assignment and make reports to the immediate supervisor.
- iv. To supervise and appraise staff below him/her.
- v. Will be expected to develop audit techniques and processes.
- vi. Ensure implementation of Audit policies and programmes in the University.
- vii. Perform any other duties that may assigned by the supervisor

3. SECURITY DEPARTMENT

i. Senior Security Officer Grade 11 –One (1) Position UOK/AD/04/01/26

Requirements

- i. Bachelor's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. At least nine (9) years relevant work experience 3 of which must have been at level of Security Officer I grade 10 or its equivalent
- iii. Certificate of Good Conduct
- iv. Computer literate
- v. Work experience as a Sergeant/Warrant Officer in Kenya Police Service/Kenya Defense Forces with a clean discharge certificate

Duties and Responsibilities

- i. Information collection
- ii. Prevention of crime and riots
- iii. To be a duty officer on a campus
- iv. Be in charge of security of senior Officers
- v. Any other relevant duty as may be assigned by the supervisor

B. PLANNING, RESEARCH AND DEVELOPMENT DIVISION

1. OFFICE OF THE REGISTRAR, RESEARCH, PLANNING AND DEVELOPMENT

i. Registrar, Research, Planning & Development Grade 15 - One (1) Position **UOK/AD/05/01/26**

Requirements

- i. PhD degree in a relevant area plus at least twelve (12) years relevant work experience in administrative work, five (5) of which must have served as a Deputy Registrar grade 14 or its equivalent
- ii. OR
- iii. Master's degree in a relevant area from a recognized institution plus at least eighteen (18) years relevant work experience.
- iv. Member to a professional body
- v. Registered member of a professional body
- vi. Certificate of participation in trainings/ seminars/conferences/congress/ related to administration, management and governance.
- vii. Computer literate
- viii. Publications in refereed journals will be an added advantage
- ix. Certificate of attendance of at least one Leadership and Governance
- x. Training Program in a recognized institution

Duties and Responsibilities

- i. Responsible for the overall organization, control and supervision of administrative functions of the University.
- ii. Responsible for policy formulation, interpretation and implementation of university policies.
- iii. Provide professional advice to the University Management Board on various matters affecting the university/staff
- iv. Responsible for setting and maintenance of high administrative standards in the university
- v. Responsible for coordinating running of the various departments within the Division.
- vi. Responsible for setting and coordinating implementation of PC targets in the various departments within the division.
- vii. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the various administrative and academic departments within the University
- viii. Responsible for timely submission of reports
- ix. Responsible for the formulation and implementation of the strategic plan
- x. Responsible for staff recruitment, induction, training & development, appraisal, promotion, transfers and disciplinary matters

- xi. Responsible for the implementation of management decisions
- xii. Responsible for the provision of efficient and transformational leadership within the University
- xiii. Responsible for the development and review of policies in line with current trends in the market
- xiv. Any other relevant duties as may be assigned to them by the supervisor

ii. Senior Quantity Surveyor Grade 13 - One (1) Position UOK/AD/06/01/26
Requirements

- i) Master of Arts degree in Building Economics or its equivalent from recognized institution plus at least nine (9) years relevant work experience, least three (3) years at the level of a Quantity Surveyor grade 12 or its equivalent
- ii) Bachelor of Arts degree in Building Economics or its equivalent from a recognized institution
- iii) Registration with the Board of Registration of Architects and Quantity Surveyors of Kenya.
- iv) Valid practicing license
- v) Computer literate

Duties and Responsibilities

- i) Responsible for co-ordination, checking and approval of Bills of Quantities and specifications.
- ii) Responsible for Technical Administration which entails inter alia, dealing with correspondence, reports and papers on Policy Matters of Quantity Surveying nature.
- iii) Co-ordination of staff matters including Schemes of Service, Manpower projections, staff training and development, Departmental Budget and Estimate of Expenditure.
- iv) Liaison with other Technical Departments and contract administration.
- v) Any other relevant duties assigned by Supervisor

C. ADMINISTRATION AND FINANCE DIVISION

1. ADMINISTRATION DEPARTMENT

iii. Deputy Finance Officer Grade 14- One (1) Position UOK/AD/07/01/26

Requirements

- i. CPA (K)
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized University
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iv. At least Fifteen (15) years relevant work experience five (5) as a Senior Accountant grade 13 or its equivalent
- v. Registered member of ICPAK or an equivalent professional body
- vi. Practical knowledge of ICT in a relevant area is mandatory

Duties and Responsibilities

- i. The Deputy Finance Officer is answerable to the Finance Officer for overall accounting and financial functions of a large section. The holder of this post will be responsible for:
- ii. The organization structure of the accounting and finance unit that facilitate communication, delegation of authority and the scope of responsibility and segregation of duties.
- iii. Implementation of an adequate accounting system as a means of maintaining sound financial records, which must recognize, classify, post summarize and report transactions.
- iv. Overall operation and supervision of finance function in the system.
- v. Maintenance of high accounting standards and integrity within the department.
- vi. Assist Finance Officer in implementing the financial policies.
- vii. Supervision and development of staff in the department.
- viii. He/ She should satisfy the Requirements of chapter six of the constitution
- ix. Any other duty assigned by the supervisor

iv. Accountant I Grade 12 Two (2) Positions

UOK/AD/08/01/26

Requirements

- i. CPA (K)
- ii. A Master's degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iii. Nine (9) years relevant experience of which three years must be at grade 11 or its equivalent
- iv. Must be a registered member of ICPAK or an equivalent professional body
- v. Practical knowledge of ICT in relevant areas is mandatory

Duties and Responsibilities

- i. An Accountant is in-charge of a section/unit comprising of Assistant Accountant, Senior Account Assistants and Accounts Assistant.
- ii. He/she will be expected to verify payment vouchers, payment schedules, ledger postings in accordance with the laid down rules and regulations.
- iii. He/she should have a sufficient broad and detailed knowledge of accounting procedures and practices to enable him/her to deal efficiently with all routine matters with minimal supervision.
- iv. He/she should be able to prepare Final Accounts
- v. Any other duty assigned by the supervisor

v. Maintenance officer (Buildings) Grade 11 One (1) Position

UOK/AD/09/01/26

Requirements for Direct Appointment

- i. Bachelor's degree in Building and Civil Engineering or its equivalent from a recognized institution plus at least five (5) relevant work experience with at least three years at a level of an as Assistant Maintenance officer grade 9/10

OR

Higher National Diploma (KNEC) in building and civil engineering or its equivalent from a recognized institution with 8 years' experience in the relevant field

- ii. Computer literate

Duties and Responsibilities

- i. Read and interpret drawings for works.
- ii. Carry out costing and quantity of works and equipment.
- iii. Coordinate maintenance works and equipment.
- iv. Co-ordinate staff under them to work as assigned.
- v. Co-ordinate work schedules.
- vi. Supervise construction works on capital projects.
- vii. Advise on technical matters in relation to construction projects.
- viii. Ensure delivery of quality services and workmanship.
- ix. Any other duty that may be assigned by the supervisor.

2. UNIVERSITY FARM

i. Assistant Farm Manager I Grade 10 – One (1) Position

UOK/AD/10/01/26

Requirements

- i. Bachelor's degree in Agriculture/Agricultural Economics or its equivalent from a recognized university plus at least three (3) years relevant work experience

OR

Diploma in Farm Management or its equivalent from a recognized institution plus at least six (6) relevant work experience

- ii. Computer literate.
- iii. At least a Certificate in Business Management, Project Management or 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 unit is 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 relevant duty as may be assigned by the Supervisor

D. ACADEMIC & STUDENTS AFFAIRS DIVISION

1. SCHOOL OF EDUCATION ARTS & SOCIAL SCIENCES

a) Psychology & Foundations

i. Lecturer (History of Education) Grade 12 - One (1) Position

UOK/AC/11/01/26

Requirements

Must have:

- i. PhD degree in History of Education from a recognized and accredited University.
- ii. Master's degree in History of Education from a recognized and accredited University.
- iii. Three (3) years teaching experience at university level or in research or in industry.
- iv. At least two (2) publications in refereed journals or two (2) book chapters in relevant areas
- v. Registered with relevant professional body (where applicable)

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) Curriculum Instruction and Educational Media Department

Lecturer Grade 12 - one (1) Position

UOK/AC/12/01/26

Requirements

Must have:

- i. PhD degree in Kiswahili Subject Methods/Kiswahili Education from a recognized and accredited University.
- ii. Master's degree in Kiswahili Subject Methods/Kiswahili Education from a recognized and accredited University.
- iii. Three (3) years teaching experience at university level or in research or in industry.
- iv. At least two (2) publications in refereed journals or two (2) book chapters in relevant areas
- v. Registered with relevant professional body (where applicable)

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) Educational Administration Policy and Management

i. Lecturer Grade 12 – Two (2) Positions

UOK/AC/13/01/26

Requirements

Must have:

- i. PhD degree in Educational Planning and Economics from a recognized and accredited University.
- ii. Master's degree in Educational Planning and Economics from a recognized and accredited University.
- iii. Three (3) years teaching experience at university level or in research or in industry.
- iv. At least two (2) publications in refereed journals or two (2) book chapters in relevant areas
- v. Registered with relevant professional body (where applicable)

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