



# KAIMOSI FRIENDS UNIVERSITY

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P.O. Box, 385

Kaimosi – 50309

Kenya

Office of the Deputy Vice-Chancellor (Administration, Finance, Planning & Development)

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## JOB VACANCIES

The University wishes to invite applications from qualified candidates to fill the following vacant positions:

### 1. ADMINISTRATIVE POSITIONS

NO.	POSITION	GRADE	NO. OF POSTS	TERMS OF SERVICE	REF. NO
1.	Senior Assistant Registrar (Administration)	13	1	Contract	KAFU/302/SAR/01/4/24
2.	Computer Technologist	8	1	Contract	KAFU/302/CT/02/4/24
3.	Office Assistant	4	1	Contract	KAFU/302/ADM/03/4/24

1. Senior Assistant Registrar (Administration) Grade 13 The ideal candidate must:

- Possess a Master's degree in Business / Social Sciences or related field.
- Have three (3) years' experience as Assistant Registrar Grade 12 or comparable position.
- Posses relevant professional qualifications
- Be Computer literate
- Be a Member to relevant professional body where applicable

2. Computer Technologist I - Grade 8 The ideal candidate must:

- Possess Bachelors degree in Computer Science, Information Technology or its equivalent from a recognized University,
- Be a member to a professional body
- Have Professional qualifications such as CCNA, CISA

3. Office Assistant- Grade 4 The ideal candidate must:

- Must possess Certificate in Records Management or any other relevant field

- b) Have three (3) years' experience as Office Assistant II Grade 3 or comparable position c)

Be Computer literate



## TERMS OF SERVICE

The successful applicants will serve for six months' contract period as approved by Council.

## TEACHING POSITIONS- (Internal staff only)

### a) Lecturer Grade 12:

The ideal candidate must:

- i. Have an earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university; and be registered or registerable with the relevant professional body (where applicable).

OR

Have Masters degree qualification in the relevant field from an accredited and recognized university (in special cases) with three (3) years teaching experience at University level or in research or in industry; and ii.

Have a minimum of 24 publication points.

- iii. Be registered with the relevant professional body (where applicable).

## TERMS OF SERVICE

The successful applicants will serve on Permanent and Pensionable Terms of Service.

## APPLICATION MODE

Applicants should submit One (1) Hard copy of their application to the undersigned clearly indicating the Advert Reference Number of the position of interest on the envelope. In addition, submit Softcopy of a running PDF of their letter of application, detailed Curriculum Vitae, indicating academic qualifications, professional experience, email address, telephone contacts, copies of academic certificates and other relevant documents to [recruitment@kafu.ac.ke](mailto:recruitment@kafu.ac.ke) so as to reach not later than Wednesday, 15<sup>th</sup> May, 2024 by 5.00 pm.

Deputy Vice-Chancellor  
Administration, Finance, Planning & Development  
Kaimosi Friends University  
P.O BOX 385-50309  
KAIMOSI [recrutimet@kafu.ac.ke](mailto:recrutimet@kafu.ac.ke)

N/B: Only shortlisted candidates will be contacted. Any canvassing will lead to automatic disqualification.

Successful applicants will be required to get clearance from their immediate employer and the University reserves the right to verify their academic and professional certificates from relevant institutions.

Kaimosi Friends University is an equal opportunity employer and therefore applicants of either gender or persons with disability are encouraged to apply.

