



KAIMOSI FRIENDS UNIVERSITY

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P.O. Box 385
Kaimosi - 50309
Kenya

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

EXTERNAL ADVERTISEMENT FOR TEACHING & ADMINISTRATIVE VACANCIES

In pursuit of its Mission and Mandate, the University wishes to invite applications from qualified candidates to fill the following vacant positions: -

A. DIVISION OF ACADEMIC, STUDENT AFFAIRS AND RESEARCH

No.	Position	School	Grade	Area of Specialization	No. of Post	Terms of Service	Reference Number
SCHOOL OF EDUCATION & SOCIAL SCIENCES							
1.	Lecturer	Department of Languages & Literature	12	French	1	Permanent	KAFU/302/FREN/12/24
2.	Tutorial Fellow	Department of Social Sciences	11	Criminology	1	Contract	KAFU/302/CR/12/24
SCHOOL OF BUSINESS & ECONOMICS							
3.	Lecturer	Department of Economics	12	Economics	1	Permanent	KAFU/302/ECON/12/24

B. ADMINISTRATIVE POSITIONS

No.	Position	Department	Grade	Area of Specialization	No. of Post	Terms of Service	Reference Number
4.	Deputy Chief Internal Auditor	Audit	14	Accounting/Finance or equivalent. CPA (K)/CISA/CIA or equivalent	1	Permanent	KAFU/302/ADT/12/24



No.	Position	Department	Grade	Area of Specialization	No. of Post	Terms of Service	Reference Number
5.	Legal Officer I	Legal	12	Legal Studies	1	Contract	KAFU/302/LEG/12/24
6.	Deputy Chief Security Officer	Security	11	Criminology/Security or its equivalent	1	Permanent	KAFU/302/SEC/12/24
7.	Security Officer I		8	Criminology/Security or its equivalent	1	Contract	KAFU/302/SEC/12/24

Requirements for Appointment: -

1. Lecturer - Grade 12

For appointment to this position the applicants must have: -

- i. An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university. Or
- ii. Have a Master's degree qualification in special cases with 3 years' University teaching experience or research in relevant area.
- iii. Registered with the relevant professional body (where applicable).
- iv. Have a minimum of twenty-four (24) publications points of which at least sixteen (16) should be from refereed journal papers;
- v. Must show evidence of community service.
- vi. Persons from research institutions, practice/industry must meet the minimum point requirements for their respective subcategory to qualify for appointment.

2. Tutorial Fellow - Grade 11

- i. Have a Master's degree qualification from an accredited and recognized university in the relevant field;
- ii. Be registered for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification
- iii. Registered with the relevant professional body (where applicable).



ADMINISTRATIVE

1 Deputy Chief Internal Auditor - Grade 14

The applicant to this position shall:

- i. Possess Master's Degree (Accounting/Finance) or equivalent.
- ii. CPA (K)/CISA/CIA or equivalent.
- iii. Have at least three (3) years' experience at Grade 13 OR any other relevant comparable position.
- iv. Have Computer literacy Skills
- v. Professional Membership in good standing
- vi. Have leadership course lasting not less than four (4) weeks

2. Legal Officer I - Grade 12

The applicant to this position shall:

- i. Possess Master's degree in Law (LLM) from a recognized institution.
- ii. Have three (3) years working experience at Grade 11 or comparable position.
- iii. Be an Advocate of the High Court of Kenya.
- iv. have a valid practicing license.
- v. Have Registered with Law Society of Kenya (LSK).
- vi. be a commissioner of Oaths.
- vii. be Computer Literate.

3. Deputy Chief Security Officer - Grade 11

The applicant to this position shall:

- i. Possess Masters degree in criminology/Security or its equivalent
- ii. Have three (3) years' work experience at Grade 10 or comparable position.
- iii. Having worked or working with disciplined forces for at least six (6) years
- iv. Have a certificate of good conduct.
- v. Have certificate of Honorable discharge where applicable



vi. Must be Computer Literate

OR

- i. Possess Bachelors degree in criminology/Security or its equivalent
- ii. Have six (6) years' work experience at Grade 10 or comparable position.
- iii. Having worked with disciplined forces for at least six (6) years
- iv. Have a certificate of good conduct.
- v. Have certificate of Honorable discharge
- vi. Must be Computer Literate.

4. Security Officer I - Grade 8

The applicant to this position shall:

- i. Possess Bachelor's degree in Criminology or Security Studies or its equivalent.
- ii. Be computer literate
- iii. Possess First Aid Certificate
- iv. Possess Fire Fighting Certificate.

TERMS OF SERVICE:

The terms of service are as indicated against each position in the table above.

APPLICATION PROCEDURES:

All applications must be addressed to:

Deputy Vice Chancellor (Administration, Finance, Planning & Development)

P O Box 385 - 50309

Kaimosi

Kenya

Application Letters, Academic Certificates, Transcripts, Professional Qualifications, Curriculum Vitae detailing experience, current post, names & addresses of three (3) referees and compliance to Chapter Six (6) of the Kenyan Constitution should be emailed to the following email address on or before Friday 27th December 2024 by 5:00 pm.

: exterpostdec@kafu.ac.ke



Only shortlisted candidates will be contacted.

Applicants with degrees from Foreign Universities **MUST** attach letter(s) of recognition from the Commission of University Education (CUE).

Women, Youths, Marginalized & Persons Living with Disabilities are encouraged to apply.

Kaimosi Friends University is an equal opportunity employer.

No physical application will be accepted.

Any canvassing will lead to automatic disqualification.

More information can be found at www.kafu.ac.ke

