



KAIMOSI FRIENDS UNIVERSITY

Tel: 0722621542

E-mail: dvcfd@kafu.ac.ke

Website www.kafu.ac.ke

P.O. Box 385

Kaimosi - 50309

Kenya

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

EXTERNAL ADVERTISEMENT FOR ADMINISTRATIVE POSITIONS

In pursuit of her mission and mandate, the University wishes to invite applications from qualified candidates to fill the following vacant positions:

ADMINISTRATIVE POSITION

No.	Position	Grade	No. of Post	Ref. No
1.	Computer Technologist I	8	1	KAFU/302/CIT/08/24
2.	Assistant Systems Librarian III	8	1	KAFU/302/LIB/08/24
3.	Administrative Assistant II	8	2	KAFU/302/AHR/08/24
4.	Office Assistant I	4	1	KAFU/302/HRA/08/24

Requirements for Appointment

1. Computer Technologist I - Grade 8

The applicant to this position shall:

- i. Possess a Bachelors degree in Computer Science, Information Technology or its equivalent from a recognized University.

OR

- i. Possess a Higher National Diploma in Computer Science, Information Technology or its equivalent from a recognized University.
- ii. Have at least Three (3) years of work experience at Grade 7 or comparable position.
- iii. Have Membership to professional body.
- iv. Have Professional qualifications such as CCNA, CISA.

2. Assistant Systems Librarian III

The applicant to this position shall:

- i. Bachelors Degree in Information Science / or Library and Information Studies or equivalent.
- ii. Must be Computer Literate.



Kaimosi Friends University (KAFU) is ISO 9001:2015 certified

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OR

- i. Higher National Diploma in Information Science/or Library and information studies or equivalent.
- ii. Must have served for at least three (3) years experience in grade 7 or equivalent.
- iii. Must be Computer Literate.

3. Administrative Assistant II Grade 8

- i. Possess relevant Bachelors Degree from a recognized institution.
- ii. Must be Computer Literate.

OR

- i. Possess a relevant Higher National Diploma from a recognized institution.
- ii. Have a least three (3) years experience in Grade 7 OR comparable position
- iii. Be Computer literate.

4 Office Assistant I - Grade 4

The applicant to this position shall:

- 1) Possess Certificate in Records Management or other relevant field
- 2) Have at least three (3) years' experience in Grade 3 OR comparable position

TERMS OF SERVICE

The successful applicants will serve on a one year (1) contract renewable based on satisfactory performance.

APPLICATION PROCEDURES

All applications must be addressed to:

DEPUTY VICE CHANCELLOR (ADMINISTRATION, FINANCE, PLANNING & DEVELOPMENT)
P.O BOX 385-50309
KAIMOSI
KENYA

All applications letters, academic certificates, transcripts, professional Qualifications and Curriculum Vitae detailing experience, current post, names & addresses of three(3) referees to be emailed to the following email exterpost1@kafu.ac.ke not later than Monday 9th December, 2024.

Only shortlisted candidates will be contacted.

Applicants with degrees from foreign Universities MUST attach letter(s) of recognition from the Commission of the 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



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