



KAIMOSI FRIENDS UNIVERSITY

Tel: 0777373633

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 STAFF

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

A. ADMINISTRATIVE POSITIONS

| No. | Position | Department | Grade | Area of Specialization | No. of Post | Terms of Service | Reference Number |
|-----|--------------------------------------|---------------------------------|-------|---------------------------------|-------------|------------------|--------------------|
| 1. | Chief Legal Officer | Legal | 14 | Legal | 1 | Permanent | KAFU/302/LEG/12/25 |
| 2. | Assistant Registrar (Administration) | Human Resource & Administration | 12 | Human Resource , Administration | 1 | Permanent | KAFU/302/AR/05/25 |
| 3. | Drivers | Transport | 6 | Driving | 2 | Permanent | KAFU/302/TD/02/25 |
| | | | 5 | | 1 | | KAFU/302/TD/03/25 |
| | | | 4 | | 1 | | KAFU/302/TD/04/25 |



Requirements for Appointment

Chief Legal Officer Grade 14

The applicant to this position shall:

- i. Possess Masters degree in Law (LLM) from a recognized institution.
- ii. Have three (3) years working experience at Grade 13 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. Have leadership course lasting not less than four (4) weeks.
- vii. Be a Notary Public
- viii. Be Computer Literate.

Assistant Registrar (Administration) Grade 12

The applicant to this position shall:

- i. Possess a relevant Masters Degree from a recognized institution.
- ii. Have at least three (3) years' experience in Grade 11 OR comparable position
- iii. Possess relevant professional qualifications (where applicable)
- iv. Have a practicing license (where applicable)
- v. Membership to relevant professional body in good standing.
- vi. Be Computer Literate

Senior Driver II Grade 6

The applicant to this position shall:

- i. Possess a mean Grade of D- in KCSE.
- ii. Have A valid driving license with nine (9) years experience, three (3) of which should be in grade 5.
- iii. Have Suitability Test I for drivers.
- iv. Have Occupational trade test II for drivers.
- v. Have Defensive driving certificate.
- vi. Possess First Aid Certificate.
- vii. Possess Certificate of Good Conduct.

Senior Driver III Grade 5

The applicant to this position shall:

- i. Possess mean Grade of D- in KCSE.
- ii. Have A valid driving license with six (6) years experience, three (3) of which should be in grade 4.
- iii. Have Suitability Test I for drivers.
- iv. Have Occupational trade test II for drivers.



- v. Have Defensive driving certificate.
- vi. Possess First Aid Certificate.
- vii. Possess Certificate of Good Conduct.

Driver I Grade 4

The applicant to this position shall:

- i. Possess a mean Grade of D- in KCSE.
- ii. Have a valid driving license with three (3) years experience in grade 3.
- iii. Have Suitability Test I for drivers.
- iv. Have Occupational trade test II for drivers.
- v. Have Defensive driving certificate.
- vi. Possess First Aid Certificate.
- vii. Possess Certificate of Good Conduct.

APPLICATION PROCEDURES:

All applications must be addressed to:

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

P.O Box 385 - 50309

KAIMOSI

KENYA

Kindly note that interested applicants for this position, should send the electronic scanned copy of the Application letter, Academic Certificates, Transcripts, Professional Qualifications and Curriculum Vitae detailing experience, current post, names & addresses of three (3) referees) in pdf format (as one running document) to the following email address: **exterpost1@kafu.ac.ke** on or before 21st March 2025 at 5:00 pm.

Only shortlisted candidates will be contacted.

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

