



KAIMOSI FRIENDS UNIVERSITY

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P.O. Box, 385

Kaimosi – 50309

Kenya

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

5th June, 2025

EXPRESSION OF INTEREST FOR INTERNAL POSITIONS

In pursuit of its mission to provide quality training, research and innovation in order to meet the needs of a dynamic society, KAFU invites Internal Staff who are qualified as per the career progression guidelines to express interest for consideration to the following internal vacant positions.

NON-TEACHING POSITIONS

DEPARTMENT	S. NO.	POSITION	GRADE	ADVERT NUMBER
FINANCE DEPARTMENT	1.	ACCOUNTANT	12	KAF/FIN/01/05/25
	2.	ACCOUNTS ASSISTANT I	6	KAF/FIN/02/05/25
	3.	ACCOUNTS ASSISTANT II	5	KAF/FIN/03/05/25
	4.	SENIOR ASSISTANT ACCOUNTANT I	10	KAF/FIN/04/05/25
	5.	ASSISTANT ACCOUNTANT I	8	KAF/FIN/05/05/25
HUMAN RESOURCES & ADMINISTRATION DEPARTMENT	6.	ADMINISTRATIVE ASSISTANT I	9	KAF/HR/01/05/25
	7.	ADMINISTRATIVE ASSISTANT II	8	KAF/HR/02/05/25
	8.	CLERK III	5	KAF/HR/03/05/25
	9.	OFFICE ASSISTANT I	4	KAF/HR/04/05/25
	10.	OFFICE ASSISTANT II	3	KAF/HR/05/05/25
	11.	SECRETARY II	6	KAF/HR/06/05/25
	12.	SENIOR ADMINISTRATIVE ASSISTANT I	11	KAF/HR/07/05/25
	13.	SENIOR ADMINISTRATIVE ASSISTANT II	10	KAF/HR/08/05/25
	14.	SENIOR ASSISTANT REGISTRAR	13	KAF/HR/09/05/25
	15.	SENIOR CLERK II	6	KAF/HR/10/05/25
	16.	SENIOR SECRETARY I	10	KAF/HR/11/05/25
	17.	CLERK III	5	KAF/HR/12/05/25
LIBRARY DEPARTMENT	18.	ASSISTANT LIBRARIAN I	10	KAF/LIB/01/05/25
	19.	ASSISTANT LIBRARIAN II	9	KAF/LIB/02/05/25



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

	20.	SENIOR LIBRARIAN	13	KAF/LIB/03/05/25
	21.	SENIOR LIBRARY III	6	KAF/LIB/04/05/25
HEALTH SERVICES DEPARTMENT	22.	MEDICAL LABORATORY OFFICER II	10	KAF/HS/01/05/25
	23.	PHARMACIST	12	KAF/HS/02/05/25
	24.	SENIOR CLINICAL OFFICER I	13	KAF/HS/03/05/25
PROCUREMENT DEPARTMENT	25.	PROCUREMENT AND SUPPLIES ASSISTANT I	8	KAF/PROC/01/05/25
	26.	SENIOR ASSISTANT PROCUREMENT AND SUPPLIES OFFICER I	10	KAF/PROC/02/05/25
	27.	SENIOR ASSISTANT PROCUREMENT AND SUPPLIES OFFICER II	9	KAF/PROC/03/05/25
INTERNAL AUDIT DEPARTMENT	28.	SENIOR ASSISTANT INTERNAL AUDITOR I	10	KAF/IA/01/05/25
CORPORATE AFFAIRS	29.	ASSISTANT PUBLIC RELATION OFFICER I	9	KAF/PR/01/05/25
SECURITY DEPARTMENT	30.	ASSISTANT SECURITY OFFICER I	6	KAF/SEC/01/05/25
BIOLOGICAL SCIENCES DEPARTMENT	31.	TECHNOLOGIST III	9	KAF/BS/01/05/25
DEAN OF STUDENTS	32.	SENIOR ASSISTANT SPORTS AND GAMES OFFICER	11	KAF/DS/01/05/25
ICT DEPARTMENT	33.	ASSISTANT COMPUTER TECHNOLOGIST I	6	KAF/ICT/01/05/25
	34.	NETWORK ADMINISTRATOR I	9	KAF/ICT/02/05/25
ESTATES DEPARTMENT	35.	ASSISTANT ESTATE TECHNICIAN II	4	KAF/EST/01/05/25
	36.	ESTATES OFFICER I	10	KAF/EST/02/05/25
	37.	ESTATES TECHNICIAN I	6	KAF/EST/03/05/25
CATERING DEPARTMENT	38.	COOK II	4	KAF/CAT/01/05/25
	39.	COOK III/DINING CHECKER	3	KAF/CAT/02/05/25
	40.	KITCHEN ATTENDANT	2	KAF/CAT/03/05/25
	41.	SENIOR CATERER III	8	KAF/CAT/04/05/25
HOSTELS	42.	JANITOR II	4	KAF/HST/01/05/25
	43.	ASSISTANT SENIOR HOUSE KEEPER I	8	KAF/ HST /02/05/25
IGU DEPARTMENT	44.	ASSISTANT FARM MANAGER	10	KAF/ IGU/01/05/25
	45.	FARM ATTENDANT III	2	KAF/ IGU/02/05/25

REQUIREMENTS:

For more details on the requirements for the advertised position please refer to the Scheme of Service (Career Progression Guidelines) which is available in the University website

APPLICATION PROCEDURES:

All applications MUST be addressed and reach the undersigned on or before Friday 13th June 2025 by 5:00 PM:

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

P O Box 385 - 50309

Kaimosi

Kenya

All application Letters, Academic Certificates, Transcripts, Professional Qualifications and Curriculum Vitae detailing experience and current post to be emailed to the following email address:

exterpost1@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).

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

