



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 VACANCIES 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. DIVISION OF ADMINISTRATION, FINANCE, PLANNING AND DEVELOPMENT

No.	Position	Department	Grade	No. of Post(s)	Reference Number
1	Senior Assistant Accountant II	Finance	9	2	KAFU/302/FIN/8/25
2.	Security Officer I	Security	8	1	KAFU/302/S/1/8/25
3.	Assistant Security Officer II	Security	5	3	KAFU/302/S/2/8/2025
4.	Administrative Assistants II	Human Resource & Administration	8	4	KAFU/302/ADM/8/25
5	Procurement and Supplies Assistant I	Procurement	8	1	KAFU/302/P/1/8/25
8.	Senior Procurement and supplies clerk	Procurement	5	1	KAFU/302/P/2/8/25

The requirements for appointment for the positions are as provided hereunder and are in line with University Statutes and Scheme of Service (career guidelines) as approved by Council.

1. Senior Assistant Accountant II – Grade 9

For appointment to this position the applicants must have:



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

- i. Bachelor of Commerce Degree in Accounting/ Finance Option or its equivalent.
- ii. CPA Intermediate Level or its equivalent
- iii. At least three (3) years' experience in Grade 8 OR comparable
- iv. Computer literacy Skills in relevant areas

2. Security Officer I -Grade 8

For appointment to this position the applicants must have:

- i. Bachelor's degree in criminology or Security studies or its equivalent
- ii. Computer Literate.
- iii. First Aid Certificate.
- iv. Fire Fighting Certificate.

3. Assistant Security Officer II - Grade 5

For appointment to this position, the applicants must have:

- i. A Diploma in criminology or Security studies or its equivalent.
- ii. Computer Literate
- iii. First Aid Certificate
- iv. Fire Fighting Certificate

4. Administrative Assistant II - Grade 8

For appointment to this position the applicants must have:

- i. Possess a relevant Bachelor's Degree in Social Sciences, Education, Management or its equivalent from a recognized institution.
- ii Computer Literacy

5. Procurement and Supplies Assistant I –Grade 8

For appointment to this position, the applicants must have:

- i. Bachelor's Degree in Procurement and supplies or equivalent.
- ii. Professional Membership.



- iii. Computer literacy in relevant areas

6. Senior Procurement and supplies clerk - Grade 5

For appointment to this position, the applicants must have:

- i. Diploma (Procurement/ Supplies management) or equivalent.
- ii. Professional Membership
- iii. Computer literacy in relevant areas

APPLICATION PROCEDURES:

Interested applicants should send the Electronic scanned Copy of their application documents in PDF format(as one running document to the following Email Address: exterpost2@kafu.ac.ke so as to reach on or before **Friday, 5th September 2025 by 5.00 pm.**

Applications should be addressed to ;

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

P O Box 385 - 50309

Kaimosi

Kenya

Applicants are advised to indicate the position applied for and the Advertisement Number subject.

Applications documents should include, detailed Curriculum Vitae, Copies of relevant Academic certificates, professional certificates, testimonials, national identity card and other supportive documents.

Terms and Condition of Service

Successful candidates will serve on six (6) Months contract renewable based on performance.



Please note that;

- 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.
- No physical application will be accepted.
- Any canvassing will lead to automatic disqualification.
- More information can be found at www.kafu.ac.ke
- Kaimosi Friends University is an equal opportunity employer.

